

ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

M I N U T E S

31st JANUARY 2023

FINANCE COMMITTEE MEETING
HELD IN THE VILLAGE HALL AT
19:05

Present:

Councillor Mrs V Cordier
Councillor A Jones (Chairman)
Councillor D Warrington

In Attendance:

Mrs Christine Gurr – Parish Clerk

Apologies for absence (received and accepted):

Councillor P Blakeley - Family commitment
Councillor Mrs C Hardingham - Unwell
Councillor Mrs G Sands - Prior commitment

(To avoid possible disqualification under the 6-month rule, Councillors must provide a reason for non-attendance)

F.23.01 Review of Bank Account Statements

Members reviewed and discussed the following documents:

- Bank Reconciliation as at 31/12/23
- List of Unpresented cheques as at 31/12/22
- Current Account (42334801)
 - 010/2022 to 03/10/22
 - 011/2022 to 03/11/22
 - 012/2022 to 03/12/22
 - 001/2023 to 03/01/23
- Deposit Account (42334836)
 - 001/2022: From 07/09/21 to 05/09/22
 - Online extract to 11/01/23

Action/Comments Agreed:

It was proposed by Councillor Mrs Cordier, seconded by Councillor Warrington, and agreed, that the copy statements be accepted.

F.23.02 Review of Receipts & Payments against budget to 31st December 2022 (9 months)

Members reviewed and discussed the following documents:

- A financial report to 31st December 2022, *per* the following Appendices:
 - Appendix 1: Significant variances
 - Appendix 2: Payments
 - Appendix 3: Receipts
 - Appendix 4: Unapplied Capital
 - Appendix 5: Bank Reconciliation
 - Appendix 6: Unpresented cheques

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Action/Comments Agreed:

It was proposed by Councillor Warrington, seconded by Councillor Mrs Cordier, and agreed, that the above reports be accepted.

F.23.03

Review of Current Debtors/Creditors

Members reviewed and discussed a summary of current debtors and creditors which showed that the following amounts were outstanding at 31st December 2022:

- Garage Tenants - £604.57;
- County Court Judgments - £1,179.80
- Invoices – £3,815.00

Action/Comments Agreed:

The following points were highlighted and/or action agreed:

- Garages:
 - Tenant No 10 – Give 30 days' notice to clear the garage before the lock is changed.
- Invoices:
 - No action required at this time
- CC Judgments:
 - A Warrant of Execution to be entered in respect of Claim No. C03YP159 (if an up-to-date address can be obtained)

F.23.04

Review of Hire Charges for 2023/24

Members reviewed and discussed the following draft Schedules from 1st April 2023 to 31st March 2024 showing an increase of 2% (rounded up/down as appropriate):

- Hire Charges for Parish Council Properties;
- Supplementary Charges/Conditions for Hire of Parish Council Properties

Action/Comments Agreed:

It was proposed by Councillor Warrington, seconded by Councillor Mrs Cordier, and agreed, to recommend to full Council that Hire Charges be accepted without amendment.

19:37

Exclusion of the Press and Public

The Parish Council resolved that under Section 100A(4) of the Local Government Act 1972, the Press and Public be excluded from the meeting for the consideration of the following items on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 1 in Part 1 of Schedule 12A of the Act.

F.23.05

Review of Salaries for 2023/24

Members discussed the schedule of Salary Rates for 2023/2024.

Action/Comments Agreed:

- It was proposed by Councillor Mrs Cordier, seconded by Councillor Warrington and agreed unanimously, to recommend

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to full Council that the schedule of Salary Rates for 2023/2024 be accepted (with one minor amendment to clarify hours not weeks);

- To be discussed and/or approved at the January PC meeting, which follows.

19:41

The Meeting was re-opened to the press and public

F.23.06

Consideration of Budget for 2023/24

Members reviewed and discussed the following documents:

- Report to Finance Committee dated 27th January 2023 compiled by RFO (Responsible Financial Officer – Christine Gurr) which highlighted the following points for consideration;
 - Following Medway Council's decision in 2022/23 to withdrawn funding of £7,500 from this parish, a potential substantial rise in Precept for 2022/23 was avoided by using £5,000 from a carry-forward balance of £13,527;
 - The predicted carry-forward balance for 2023/24 has now reduced to £9,007;
 - Utility costs are set to rise substantially in July 2023 when the current 4-year fixed term agreements come to an end;
 - Although government grants for business are available at present, no application can be made until the current fixed term agreement ends in July 2023;
 - There is no guarantee that government grants will still be available at that time or that parish councils will be eligible for such grants;
 - It is important to maintain a buffer in the budget in order to reduce the full effect of the loss of £7,500 in future years, although each year that buffer will reduce until the full impact of the loss of income cannot be avoided leading to a substantial increase in precept (tax) demands;
 - It might be prudent to introduce an increase gradually each year rather than impose a substantial increase when the buffer has been exhausted;
 - Consider that, although the Government has so far not capped Parish Council Tax demands, such capping can be introduced at any time.
- Draft Budget giving 4 Options for setting the Precept for 2023/24.

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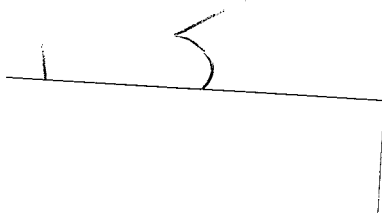
Action/Comments Agreed:

- It was proposed by Councillor Mrs Cordier, seconded by Councillor Warrington, and agreed, to recommend to full Council that Option 3 of the draft budget proposing that the Precept be set at £54,728 be accepted;
- Option 3 sets a Precept per Band D Dwelling of £125.28 (an increase of £18.15 over 2022/23) and a percentage increase of 16.9% (6.1% more than 2022/23);
- Members thanked the Clerk for her excellent work in preparing and presenting a very difficult budget in a clear and concise format;
- To be discussed and/or approved at the January PC meeting, which follows.

19.56

There being no further business, the meeting was closed.

Signed:



Finance Committee

23/04

Date:

07/02/2023

31st January 2023

ST JAMES, ISLE OF GRAIN, PARISH COUNCIL
FINANCIAL REPORT 2022/23
SIGNIFICANT VARIANCES TO 31 DECEMBER 2022

Payments Period:	9 Months
Target Percentage:	75%
Actual Percentage:	80%
Variance:	5%

The following significant variances occurred:

1.1	Salaries	79%	NALC Salary Award backpay to 01/04/22
1.2	Insurance	102%	Annual premium paid 18/08/22
1.3	Administration	79%	Website-£413/Backup-£150/Accounts(Rialtas)-£502/Gen-£1,293
1.4	Stationery & Equipment	77%	General Stationery-£1,071/MFPrinter-£546
1.6	KALC & Subscriptions	84%	KALC-£482/KWT-£50/SLCC-£222
1.10	Miscellaneous	67%	Re-issue 122911-£30/Donation to CRUK-£96 (Beacon)/Foresore Bench-£290/Poppy Wreath-£20
1.11	Business Rates	0%	No payments due following revaluation
1.13	Village Hall M&R	88%	See page 7
1.15	Village Hall Water	96%	9/12 supply to 14/10/22
1.17	General M&R	124%	See page 8
1.18	Pavilion M&R	212%	Electrical Testing-£410/Electrical Upgrades-£650
1.22	Capital Account	£4,611	See Page 4
1.23	Election Costs Reserve	£2,400	Unspent allowance
1.24	Equipment Replacement	£717	Unspent allowance - Paid £583 for Stihl Brushcutter

Receipts Period:	9 Months
Target Percentage:	75%
Actual Percentage:	72%
Variance:	-3%

The following significant variances occurred:

2.1	Capital Account Interest	8%	Deposit Account Interest-£8
2.2	Wayleaves	99%	Annual payments received - No further payments due
2.3	Miscellaneous	135%	Donations-£346 (Beacon & Bench)/SSE Refund-£10/ Cancelled cheques-£164/Poppy Wreath-£20
2.4	Lettings	73%	General Lettings-£2,118/GP Surgery-£8,727
2.5	Garages Rent	80%	Rent arrears £605 (excludes bad debt of £956)
2.7	Whitehouse Agri Rent	0%	No new agreement expected
2.8	Capital Account Receipts	£0	See Page 4
2.10	Precept	£47,099	For information only (excluded from percentage calculation)

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FINANCIAL REPORT 2022/23
PAYMENTS TO 31 DECEMBER 2022

2021/22 Actual		2022/2023 Budget	Total Spend to Date	%	Budget Remaining	VAT	Total Cost	Page No	
Administration & General									
35,252	Salaries	36,829	29,248	79%	7,581	0.00	29,247.79	2	1.1
4,861	Insurance	5,000	5,104	102%	-104	0.00	5,103.85	3	1.2
1,828	Administration	3,000	2,358	79%	642	339.98	2,698.07	4	1.3
2,223	Stationery & Equipment	2,100	1,617	77%	483	323.33	1,940.08	6	1.4
707	Telephone & Postage	800	560	70%	240	0.00	559.80	7	
791	KALC & Subscriptions	800	674	84%	126	80.45	754.71	8	1.6
728	Audit	1,000	728	73%	272	60.00	787.90	9	
700	Section 137 Expenditure	700	276	39%	424	29.17	305.00	10	
170	Chairman's Allowance	170	45	26%	125	0.00	45.00	11	
1,852	Miscellaneous	650	436	67%	214	58.00	494.00	12	1.10
49,111	Sub-Total	51,049	41,045	80%	10,004	890.93	41,936.20		
Village Hall									
0	Business Rates	0	0	0%	0	0.00	0.00	13	1.11
2,539	Gas	5,000	2,646	53%	2,354	430.44	3,076.48	14	
6,182	Village Hall M & R	5,000	4,408	88%	592	880.83	5,288.97	15	1.13
1,777	Village Hall Electricity	2,250	943	42%	1,307	138.20	1,081.05	16	
519	Village Hall Water	350	336	96%	14	0.00	336.40	17	1.15
540	Refunds & Perform Rights	900	503	56%	397	70.69	574.15	18	
11,557	Sub-Total	13,500	8,837	65%	4,663	1,520.16	10,357.05		
Pavilion & Open Spaces									
4,985	General Main't & Repairs	5,000	6,183	124%	-1,183	1,133.24	7,316.01	19	1.17
341	Pavilion Main't & Repairs	500	1,060	212%	-560	212.00	1,272.00	20	1.18
878	Garages Main't & Repairs	700	0	0%	700	0.00	0.00	21	
174	Water	300	99	33%	201	0.00	99.45	22	
813	Electricity	800	538	67%	262	26.84	564.35	23	
7,191	Sub-Total	7,300	7,880	108%	-580	1,372.08	9,251.81		
67,859	Total Revenue Spend	71,849	57,762	80%	14,087	3,783	61,545.06		
743	Capital Account	0	4,611		0	922.15	5,532.88	24	1.22
0	Election Costs Reserve	2,400	0	0%	2,400	0.00	0.00	25	1.23
0	Equipment Replacement	1,300	583	45%	717	116.52	699.12	26	1.24
0	Rural Liaison Projects	0	0		0	0.00	0.00	27	
68,603	Total Spend	75,549	62,955		17,205	4,821.84	67,777.06		
3,706	VAT Paid						N/A		
72,309	Cash Book Total						67,777.06		

23/06 *VO*

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FINANCIAL REPORT 2022/23
RECEIPTS TO 31 DECEMBER 2022

2021/22 Actual		2022/23 Budget	Total Received to Date	%	Budget Remaining	VAT	Total Received	Page No	See Note
Administration & General									
71	Capital Account Interest	100	8	8%	92	0.00	7.94	2	2.1
256	Wayleaves	260	256	99%	4	0.00	256.46	3	2.2
1,795	Miscellaneous	400	540	135%	-140	20.54	560.37	4	2.3
2,123	Sub-Total	760	804	106%	-44	20.54	824.77		
Village Hall									
14,887	Lettings	14,800	10,845	73%	3,955	61.36	10,906.68	5	2.4
14,887	Sub-Total	14,800	10,845	73%	3,955	61.36	10,906.68		
Pavilion & Open Spaces									
6,746	Garages Rent	6,670	5,335	80%	1,335	1,050.70	6,386.19	7	2.5
0	Playing Field Rent	0	0	-	0	0.00	0.00	13	
1,220	Whitehouse Agri. Rent	1,220	0	0%	1,220	0.00	0.00	14	2.7
7,966	Sub-Total	7,890	5,335	68%	2,555	1,050.70	6,386.19		
24,976	Total Revenue Receipts	23,450	16,985	72%	6,465	1,132.60	18,117.64		
0	Capital Account Receipts	0	0	-	0	0.00	0.00	15	2.8
7,453	External Funding	0	0	-	0	0.00	0.00	16	
42,770	Precept	0	47,099	-	0	0.00	47,099.00	17	2.10
50,223	Total Other Receipts	23,450	47,099		6,465	1,132.60	65,216.64		
5,588	VAT Repayments		3,581				3,581.26	18	
80,787	Total Receipts	23,450	67,665		6,465	1,132.60	68,797.90		
1,592	VAT Paid								
49,727	Balance b/fwd 01/04/22						59,796.72		
32,106	Cash Book Total						128,594.62		

23/07 *VR*

ST. JAMES, ISLE OF GRAIN, PARISH COUNCIL
FINANCIAL REPORT 2022/23
UNAPPLIED CAPITAL AS AT 31 DECEMBER 2022

Date	Cheque/ Receipt Number	Supplier	Description	Payments	Receipts	Balance
				£	£	£
<i>Balance brought forward 01/04/22</i>						45,489.93
26/04/2022	122916	Blakes Sec. Sys. Ltd	Install PTC C/P barrier	£ 3,225.00		42,264.93
27/09/2022	122295	Managed Tech Corp	Toshiba 338cs MFP	£ 1,385.73		40,879.20
						40,879.20
						40,879.20
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						40,879.20
			Totals	4,610.73	0.00	40,879.20

23/08 *VR*

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FINANCIAL REPORT 2022/23
BANK RECONCILIATION AS AT 31 DECEMBER 2022

Previous £		Current £	£
	<u>Cash Account Balance:</u>		
59,796.72	2021/22 Balance brought forward	59,796.72	
<u>61,970.05</u>	Add: Receipts to 31/12/22	<u>68,797.90</u>	
121,766.77		128,594.62	
<u>-50,369.02</u>	Less: Payments to 31/12/22	<u>-67,777.06</u>	
71,397.75			
	<u>Cash Account Balance:</u>		<u>£60,817.56</u>
	<u>Bank Balances:</u>		
	Current Account @ 31/12/22		
30,078.55	> as per Statement No. 001/2023	17,798.11	
	Deposit Account @ 05/09/22		
	> as per Statement No. 001/2022	46,284.59	
	> Add:	0.00	
	> Less:	0.00	
<u>46,284.59</u>	Deposit Account @ 31/12/22	<u>46,284.59</u>	
76,363.14		64,082.70	
<u>5,303.04</u>	Less: Unpresented Cheques @ 31/12/22	<u>3,493.79</u>	
1,060.10		60,588.91	
315.60	Add: Cheques/Cash in hand	206.60	
22.00	Add: Untraced error	22.00	
0.01	Add: Bank error - Cheque No. 122939	0.01	
<u>0.04</u>	Add: Bank error - DDebit to EE 06/09/22	<u>0.04</u>	
71,397.75			
	<u>Bank Account Balance:</u>		<u>£60,817.56</u>
	<u>Accounts Reconciliation:</u>		
40,879.20	Unapplied Capital Account (see Page 4)	40,879.20	
2,400.00	Election Costs Reserve	2,400.00	
<u>28,118.55</u>	Revenue Account	<u>17,538.36</u>	
71,397.75			
	<u>Accounts Reconciliation:</u>		<u>£60,817.56</u>

23/09 ✓

