

ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

M I N U T E S

1st SEPTEMBER 2023

FINANCE COMMITTEE MEETING
HELD IN THE VILLAGE HALL AT
19:42

Present:

Councillor P Blakeley
Councillor Mrs C Hardingham (Chairman)
Councillor Mrs G Sands
Councillor D Warrington

In Attendance:

Mrs Christine Gurr – Parish Clerk
Councillor A Jones

Apologies for absence (received and accepted): None to receive.
Councillor T Sands - Unwell

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

F.23.11 Election of Chairman & Vice Chairman

It was proposed by Councillor Mrs G Sands and seconded by Councillor Blakeley that Councillor Mrs Hardingham be nominated as Chairman. No other nominations were received, and Councillor Hardingham was declared elected.

It was proposed by Councillor Mrs Hardingham and seconded by Councillor Blakeley that Councillor Warrington be nominated as Vice Chairman. No other nominations were received, and Councillor Warrington was declared elected.

Action/Comments Agreed:

- Update Committees & Representatives 2023/24 schedule and issue to all members;
- Update website.

F.23.12 Review of Bank Account Statements

Members reviewed and discussed the following documents:

- Bank Reconciliation as at 30/06/23
- List of Unpresented cheques as at 30/06/23
- Current Account (42334801)
 - 004/2023 to 03/04/23
 - 005/2023 to 03/05/23
 - 006/2023 to 03/06/23
 - 007/2023 to 03/07/23
- Deposit Account (42334836)
 - 001/2022: From 07/09/21 to 05/09/22
 - Online extract to 30/06/23



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Action/Comments Agreed:

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

F.23.13 Review of Receipts & Payments against budget to 30th June 2023 (3 months)

Members reviewed and discussed the following documents:

- A financial report to 30th June 2023, *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

Action/Comments Agreed:

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

F.23.14 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 30th June 2023:

- Garage Tenants (2023/24) - £ 470.77
- County Court Judgments - £1,179.80
- Invoices - £3,072.62

Action/Comments Agreed:

It was proposed by Councillor Warrington, seconded by Councillor Mrs C Hardingham, and agreed that:

- Garages (2022/23):
 - Tenants No 7, 9 & 15 – Inform tenants that agreements will be terminated within one month if the debt is not cleared and monthly payments by standing order set up. Garages to be re-let to those on the waiting list.
 - Tenant No. 10 - Debt recovery on hold until current address for the debtor can be established.
- 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.23.15 Internal Auditor's Report for 2022/23

Members reviewed and discussed the following document:

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- Internal Audit 2022/23 report prepared by Martin Fielder-White on 26th June 2023.

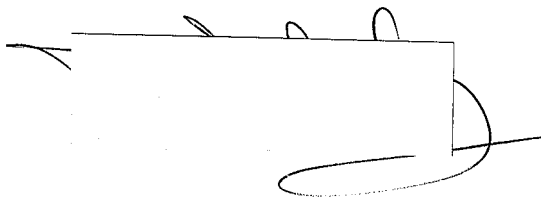
Action/Comments Agreed:

It was proposed by Councillor Warrington, seconded by Councillor Mrs Hardingham, and agreed, that the report be accepted and that no action points were highlighted.

20:14

There being no further business, the meeting was closed.

Signed:



Finance Committee

23/102

Date:

26/9/2023

1st September 2023

APPENDIX 1
ST JAMES, ISLE OF GRAIN, PARISH COUNCIL
FINANCIAL REPORT 2023/24
SIGNIFICANT VARIANCES TO 30 JUNE 2023

Payments Period:	3 months
Target Percentage:	25%
Actual Percentage:	24%
Variance:	-1%

The following significant variances occurred:

1.1	Salaries	27%	Duplicate payment of £700 owing to bank error
1.3	Administration	39%	POBox-£330/Website-£259/Backup-£80/Accounts(Rialtas)-£135/DPO-£150/Gen-£353
1.4	Stationery & Equipment	44%	Toners-£392/Keyboard & Mouse-£58/General-£474
1.6	KALC & Subscriptions	57%	KALC-407/KWT-£50
1.10	Miscellaneous	85%	3 foreshore benches-£552 (donations received from UJCP & FoGCP)
1.11	Business Rates	0%	No payments due following revaluation
1.13	Village Hall M&R	34%	See page 7
1.15	Village Hall Water	34%	3/12 supply to 17/04/23
1.17	General M&R	2%	See page 8
1.18	Pavilion M&R	116%	Legionella Risk Assessment-£578
1.19	Garages M&R	177%	Door repair-£324
1.22	Capital Account	£0	See Page 4
1.23	Election Costs Reserve	£2,605	Unspent allowance
1.24	Equipment Replacement	0%	

Receipts Period:	3 Months
Target Percentage:	25%
Actual Percentage:	19%
Variance:	-6%

The following significant variances occurred:

2.1	Capital Account Interest	146%	Deposit Account Interest-£146
2.3	Miscellaneous	344%	Benches donation-£552/Overpay refund-£700/Santander-£75/Gen-£49
2.4	Lettings	8%	General Lettings-£1,225/GP Surgery-£0
2.5	Garages Rent	24%	Rent arrears £471 (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	£54,728	For information only (excluded from percentage calculation)
2.11	VAT Repayments	£0	No digital claims submitted owing to delay in setting up Alpha Suite Accounts

APPENDIX 2
ST JAMES, ISLE OF GRAIN, PARISH COUNCIL
FINANCIAL REPORT 2023/24
PAYMENTS TO 30 JUNE 2023

2022/23 Actual		2023/2024 Budget	Total Spend to Date	%	Budget Remaining	VAT	Total Cost	Page No	
Administration & General									
39,186	Salaries	40,303	10,764	27%	29,539	0.00	10,940.91	2	1.1
5,104	Insurance	5,100	0	0%	5,100	0.00	0.00	3	
3,594	Administration	3,000	1,157	39%	1,843	190.82	1,347.53	4	1.3
2,257	Stationery & Equipment	2,100	924	44%	1,176	184.90	1,109.33	6	1.4
742	Telephone & Postage	800	142	18%	659	0.00	141.50	7	
841	KALC & Subscriptions	800	457	57%	343	81.45	538.68	8	1.6
788	Audit	1,000	0	0%	1,000	0.00	0.00	9	
980	Section 137 Expenditure	700	0	0%	700	0.00	0.00	10	
170	Chairman's Allowance	170	0	0%	170	0.00	0.00	11	
701	Miscellaneous	650	552	85%	98	110.40	662.40	12	1.10
54,362	Sub-Total	54,623	13,996	26%	40,627	567.57	14,740.35		
Village Hall									
0	Business Rates	0	0	0%	0	0.00	0.00	13	1.11
5,319	Gas	6,000	993	17%	5,007	179.36	1,172.71	14	
7,140	Village Hall M & R	5,500	1,859	34%	3,641	371.78	2,230.70	15	1.13
1,545	Village Hall Electricity	3,000	448	15%	2,552	22.41	470.66	16	
562	Village Hall Water	500	171	34%	329	0.00	170.58	17	1.15
1,187	Refunds & Perform Rights	600	150	25%	450	0.00	150.00	18	
15,753	Sub-Total	15,600	3,621	23%	11,979	573.55	4,194.65		
Pavilion & Open Spaces									
8,379	General Main't & Repairs	6,000	128	2%	5,872	11.40	139.40	19	1.17
1,272	Pavilion Main't & Repairs	500	578	116%	-78	115.50	693.00	20	1.18
1,489	Garages Main't & Repairs	700	324	46%	376	64.84	389.00	21	1.19
112	Water	300	217	72%	83	0.00	217.29	22	1.20
758	Electricity	1,000	199	20%	801	9.93	208.83	23	1.21
12,010	Sub-Total	8,500	1,446	17%	7,054	201.67	1,647.52		
82,125	Total Revenue Spend	78,723	19,063	24%	59,660	1,343	20,582.52		
5,533	Capital Account	0	0		0	0.00	0.00	24	1.22
0	Election Costs Reserve	2,605	0	0%	2,605	0.00	0.00	25	1.23
1,109	Equipment Replacement	1,300	0	0%	1,300	0.00	0.00	26	1.24
0	Rural Liaison Projects	0	0		0	0.00	0.00	27	
88,766	Total Spend	82,628	19,063		63,565	1,342.79	20,582.52		
6,287	VAT Paid						N/A		
95,053	Cash Book Total						20,582.52		

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APPENDIX 3
ST JAMES, ISLE OF GRAIN, PARISH COUNCIL
FINANCIAL REPORT 2023/24
RECEIPTS TO 30 JUNE 2023

2022/23 Actual		2023/24 Budget	Total Received to Date	%	Budget Remaining	VAT	Total Received	Page No	See Note
Administration & General									
8	Capital Account Interest	100	146	146%	-46	0.00	146.26	2	2.1
256	Wayleaves	260	1	0%	259	0.00	1.15	3	
1,520	Miscellaneous	400	1,375	344%	-975	0.00	1,375.40	4	2.3
1,784	Sub-Total	760	1,523	200%	-763	0.00	1,522.81		
Village Hall									
15,157	Lettings	15,470	1,225	8%	14,245	0.00	1,224.80	5	2.4
15,157	Sub-Total	15,470	1,225	8%	14,245	0.00	1,224.80		
Pavilion & Open Spaces									
8,540	Garages Rent	6,670	1,567	24%	5,103	313.52	1,880.98	7	2.5
0	Playing Field Rent	0	0	-	0	0.00	0.00	13	
0	Whitehouse Agri. Rent	0	0	-	0	0.00	0.00	14	2.7
8,540	Sub-Total	6,670	1,567	24%	5,103	313.52	1,880.98		
25,481	Total Revenue Receipts	22,900	4,315	19%	18,585	313.52	4,628.59		
0	Capital Account Receipts	0	0	-	0	0.00	0.00	15	2.8
0	External Funding	0	0	-	0	0.00	0.00	16	
47,099	Precept	0	54,728	-	0	0.00	54,728.00	17	2.10
47,099	Total Other Receipts	22,900	54,728		18,585	313.52	59,356.59		
3,581	VAT Repayments		0				0.00	18	2.11
76,161	Total Receipts	22,900	59,043		18,585	313.52	59,356.59		
1,548	VAT Paid								
59,797	Balance b/fwd 01/04/23						47,191.88		
7,506	Cash Book Total						106,548.47		

APPENDIX 5
ST. JAMES, ISLE OF GRAIN, PARISH COUNCIL
FINANCIAL REPORT 2023/24
BANK RECONCILIATION AS AT 30 JUNE 2023

Previous £	<u>Cash Account Balance:</u>	Current £	£
59,796.72	2022/23 Balance brought forward	47,191.88	
<u>76,161.50</u>	Add: Receipts to 30/06/23	<u>59,356.59</u>	
135,958.22		106,548.47	
<u>-88,766.34</u>	Less: Payments to 30/06/23	<u>-20,582.52</u>	
47,191.88			<u>£85,965.95</u>
	<u>Bank Balances:</u>		
6,939.40	Current Account @ 30/06/23 > as per Statement No. 007/2023	49,012.94	
	Deposit Account @ 05/09/22 > as per Statement No. 001/2022	46,284.59	
	> Add: Interest - 06/05/23	146.26	
	> Less: Transfer - 17/04/23	-5,000.00	
<u>46,284.59</u>	Deposit Account @ 31/12/22	<u>41,430.85</u>	
53,223.99		90,443.79	
<u>6,207.71</u>	Less: Unpresented Cheques @ 30/06/22	<u>4,511.44</u>	
<u>47,016.28</u>		85,932.35	
175.60	Add: Cheques/Cash banked - 30/06/23	33.60	
0.00	Add:	0.00	
0.00	Add:	0.00	
<u>0.00</u>	Add:	<u>0.00</u>	
47,191.88			<u>£85,965.95</u>
	<u>Accounts Reconciliation:</u>		
40,879.20	Unapplied Capital Account (see Page 4)	40,879.20	
2,400.00	Election Costs Reserve	2,605.00	
<u>3,912.68</u>	Revenue Account	<u>42,481.75</u>	
47,191.88			<u>£85,965.95</u>



