

ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

MINUTES

24th OCTOBER 2023

FINANCE COMMITTEE MEETING
HELD IN THE VILLAGE HALL AT
20:02

Present:

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

In Attendance:

Mrs Christine Gurr – Parish Clerk

Apologies for absence (received and accepted): None to receive.
Councillor Ms J Sharp - Work commitment

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

F.23.16 Review of Bank Account Statements

Members reviewed and discussed the following documents:

- Bank Reconciliation as at 30/09/23
- List of Unpresented cheques as at 30/09/23
- Current Account (42334801)
 - 007/2023 to 03/07/23
 - 008/2023 to 03/08/23
 - 009/2023 to 04/09/23
 - 010/2023 to 03/10/23
- Deposit Account (42334836)
 - 001/2023: From 07/09/21 to 05/09/22

Action/Comments Agreed:

It was proposed by Councillor Blakeley, seconded by Councillor Warrington, and agreed, that:

- The copy statements be accepted;
- The Clerk to ask Santander if a better interest rate can be achieved on the deposit account.

F.23.17 Review of Receipts & Payments against budget to 30th September 2023 (6 months)

Members reviewed and discussed the following documents:

- A financial report to 30th September 2023, *per* the following Appendices:
 - Appendix 1: Significant variances
 - Appendix 2: Payments
 - Appendix 3: Receipts
 - Appendix 4: Unapplied Capital



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- Appendix 5: Bank Reconciliation
- Appendix 6: Unpresented cheques

Action/Comments Agreed:

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

The Clerk reported that owing to time constraints she had been unable to bring the Alpha suit accounts package up to date and thus VAT repayments for two quarters were still unclaimed.

F.23.18 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 September 2023:

- Garage Tenants - £ 280.75
- County Court Judgments - £1,179.80
- Invoices - £50

Action/Comments Agreed:

It was proposed by Councillor T Sands, seconded by Councillor Blakeley, and agreed that:

- Garages:
 - Tenants No 9 & 15 – Continue to monitor.
 - Tenant No. 10 – Write off debt of £217.32 as no current address for the debtor can be established.
- Invoices:
 - No action required at this time
- CC Judgments:
 - Continue efforts to obtain a current address for the debtor so that a Warrant of Execution in respect of Claim No. C03YP159 can be issued.

F.23.19 Review of Unapplied Capital Account

Members discussed the following documents:

- Page 4 of Quarterly Report to 30th September 2023 showing a balance of £40,879.20 on the Unapplied Capital Account;
- Copy of Invoice C34501 dated 3rd October 2023 from Tuckwells showing a balance of £5,270 (plus £1,054.00 VAT) for purchase of Wessex WA-AR180 Rotary Mower which will be funded from above account.

Action/Comments Agreed:

Members agreed to await information from potential funding sources before allocation of unapplied capital resources can be discussed further.

20:45 *There being no further business, the meeting was closed.*

Signed:



Date: 7/11/2023

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

Payments Period:	6 Months
Target Percentage:	50%
Actual Percentage:	51%
Variance:	1%

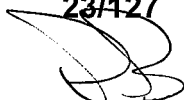
The following significant variances occurred:

1.1	Salaries	52%	Duplicate payment of £700 owing to bank error
1.2	Insurance	109%	Annual premium renewal paid on 12/09/23
1.3	Administration	53%	POBox-£330/Website-£546/Backup-£140/Accounts(Rialtas)-£135/DPO-£150/Gen-£446
1.4	Stationery & Equipment	57%	Toners-£392/Keyboard & Mouse-£58/Telephone & Headset-£93/General-£605
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	53%	See page 7
1.15	Village Hall Water	53%	6/12 supply to 17/07/23
1.16	Refunds & Perform Rights	50%	Hirers' refunds x 2
1.17	General M&R	39%	See page 8
1.18	Pavilion M&R	116%	Legionella Risk Assessment-£578
1.19	Garages M&R	46%	Door repair-£324
1.20	Water	90%	Pavilion(12/12)-£171/Allotments(6/12)-£36/LMIDB-£65
1.22	Capital Account	£0	See Page 4
1.23	Election Costs Reserve	£2,605	Unspent allowance
1.24	Equipment Replacement	0%	

Receipts Period:	6 Months
Target Percentage:	50%
Actual Percentage:	65%
Variance:	15%

The following significant variances occurred:

2.1	Capital Account Interest	146%	Deposit Account Interest-£146
2.2	Wayleaves	94%	Annual payments received - No further payments due
2.3	Miscellaneous	508%	Benches donation-£552/Refunds-£984/Santander-£75/General-£105/Cancelled cheques-£262
2.4	Lettings	59%	General Lettings-£3,004/GP Surgery-£6,199
2.5	Garages Rent	49%	Rent arrears £281 (excludes bad debt of £956)
2.7	Whitehouse Agri Rent	0%	No new agreement expected
2.8	Capital Account Receipts	£0	See Page 4
2.9	External Funding	£3,636	MC Rural Liaison Grant for 2023/24
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 SEPTEMBER 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	20,957	52%	19,346	0.00	21,134.13	2	1.1
5,104	Insurance	5,100	5,571	109%	-471	0.00	5,571.01	3	1.2
3,594	Administration	3,000	1,596	53%	1,404	260.22	1,856.67	4	1.3
2,257	Stationery & Equipment	2,100	1,195	57%	905	238.95	1,433.62	6	1.4
742	Telephone & Postage	800	287	36%	513	0.00	286.68	7	
841	KALC & Subscriptions	800	457	57%	343	81.45	538.68	8	1.6
788	Audit	1,000	94	9%	907	0.00	93.50	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	30,709	56%	23,914	691.02	31,576.69		
Village Hall									
0	Business Rates	0	0	0%	0	0.00	0.00	13	1.11
5,319	Gas	6,000	1,231	21%	4,769	191.24	1,422.34	14	
7,140	Village Hall M & R	5,500	2,902	53%	2,598	580.39	3,482.34	15	1.13
1,545	Village Hall Electricity	3,000	913	30%	2,087	45.65	958.71	16	
562	Village Hall Water	500	267	53%	233	0.00	266.84	17	1.15
1,187	Refunds & Perform Rights	600	300	50%	300	0.00	300.00	18	1.16
15,753	Sub-Total	15,600	5,613	36%	9,987	817.28	6,430.23		
Pavilion & Open Spaces									
8,379	General Main't & Repairs	6,000	2,292	38%	3,708	442.62	2,734.54	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	271	90%	29	0.00	270.91	22	1.20
758	Electricity	1,000	429	43%	571	21.43	450.53	23	
12,010	Sub-Total	8,500	3,894	46%	4,606	644.39	4,537.98		
82,125	Total Revenue Spend	78,723	40,215	51%	38,508	2,153	42,544.90		
5,532.88	Capital Account	0	0		0	0.00	0.00	24	1.22
0.00	Election Costs Reserve	2,605	0	0%	2,605	0.00	0.00	25	1.23
1,108.52	Equipment Replacement	1,300	0	0%	1,300	0.00	0.00	26	1.24
0.00	Rural Liaison Projects	0	0		0	0.00	0.00	27	1.25
88,766	Total Spend	82,628	40,215		42,413	2,152.69	42,544.90		
6,287	VAT Paid						N/A		
95,053	Cash Book Total						42,544.90		

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APPENDIX 3
ST JAMES, ISLE OF GRAIN, PARISH COUNCIL
FINANCIAL REPORT 2023/24
RECEIPTS TO 30 SEPTEMBER 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	245	94%	15	0.00	245.46	3	2.2
1,520	Miscellaneous	400	1,979	495%	-1,579	98.24	2,077.12	4	2.3
1,784	Sub-Total	760	2,371	312%	-1,611	98.24	2,468.84		
Village Hall									
15,157	Lettings	15,470	9,204	59%	6,266	59.96	9,263.93	5	2.4
15,157	Sub-Total	15,470	9,204	59%	6,266	59.96	9,263.93		
Pavilion & Open Spaces									
8,540	Garages Rent	6,670	3,242	49%	3,428	648.55	3,891.00	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	3,242	49%	3,428	648.55	3,891.00		
25,481	Total Revenue Receipts	22,900	14,817	65%	8,083	806.75	15,623.77		
0	Capital Account Receipts	0	0	-	0	0.00	0.00	15	2.8
0	External Funding	0	3,636	-	0	0.00	3,636.36	16	2.9
47,099	Precept	0	54,728	-	0	0.00	54,728.00	17	2.10
47,099	Total Other Receipts	22,900	58,364		8,083	806.75	73,988.13		
3,581	VAT Repayments		0				0.00	18	2.11
76,161	Total Receipts	22,900	73,181		8,083	806.75	73,988.13		
1,548	VAT Paid								
59,797	Balance b/fwd 01/04/23						47,191.88		
37,506	Cash Book Total						121,180.01		

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

Previous £	<u>Cash Account Balance:</u>	Current £	£
47,191.88	2022/23 Balance brought forward	47,191.88	
<u>59,356.59</u>	Add: Receipts to 30/09/23	<u>73,988.13</u>	
106,548.47		121,180.01	
<u>-20,582.52</u>	Less: Payments to 30/09/23	<u>-42,544.90</u>	
85,965.95	<u>Cash Account Balance:</u>		<u>£78,635.11</u>
	<u>Bank Balances:</u>		
49,012.94	Current Account @ 30/09/23 > as per Statement No. 010/2023	40,704.69	
	Deposit Account @ 05/09/23 > as per Statement No. 001/2023	41,430.85	
	> Add:	0.00	
	> Less:	0.00	
<u>41,430.85</u>	Deposit Account @ 31/12/22	<u>41,430.85</u>	
90,443.79		82,135.54	
<u>4,511.44</u>	Less: Unpresented Cheques @ 30/09/22	<u>4,079.83</u>	
35,932.35		78,055.71	
33.60	Add: Cheques/Cash banked - 03/10/23	579.40	
0.00	Add:	0.00	
0.00	Add:	0.00	
<u>0.00</u>	Add:	<u>0.00</u>	
85,965.95	<u>Bank Account Balance:</u>		<u>£78,635.11</u>
	<u>Accounts Reconciliation:</u>		
40,879.20	Unapplied Capital Account (see Page 4)	40,879.20	
2,605.00	Election Costs Reserve	2,605.00	
<u>42,481.75</u>	Revenue Account	<u>35,150.91</u>	
85,965.95	<u>Accounts Reconciliation:</u>		<u>£78,635.11</u>

APPENDIX 6
ST JAMES, ISLE OF GRAIN, PARISH COUNCIL
FINANCIAL REPORT 2023/24
LIST OF UNPRESENTED CHEQUES AT 30 SEPTEMBER 2023

Cheque Number	Supplier/Payee	Amount £	VAT £	Total £	Date Signed
123050	HM Revenue & Customs	2,533.03	0.00	2,533.03	26/09/23
123051	Blakes Security Systems Ltd	378.76	75.75	454.51	26/09/23
123052	LMIDB	32.26	0.00	32.26	26/09/23
123053	Tuckwells	883.36	176.67	1,060.03	26/09/23
Totals		3,827.41	252.42	4,079.83	

