

HARTFORD PARISH COUNCIL FINANCE COMMITTEE

Minutes of the Finance Committee Meeting held at
Hartford Village Hall, 244 Chester Road, Hartford on
Monday 18th April 2011 at 7.30pm

Attended by: Rita Hollens (HPC Chairman & FC Member)
John Gibb (Cllr & FC Member)
Eira Bowden (Cllr & FC Member)
Peter Winterbottom (Cllr & FC Member)
Richard Haffenden (Cllr & FC Member)
Simon Bridge (Cllr)
Gavin Evett (Cllr)
Jo O'Donoghue (Clerk)

1. To receive Apologies

Noted: No apologies were received

2. Disclosure of interest in items on the agenda

Noted: No member, disclosed any (a) Personal, (b) Prejudicial Interests which they are required to disclose by section 94(1) of the Local Government Act 1972 and in accordance with The Parish Council (Model Code of Conduct) Order 2007.

3. Internal Audit

To review actions taken on points raised by the 2009-2010 internal audit

Noted: Cllrs were satisfied that all points raised by the 2009-2010 internal audit have been addressed.

4. 2011 - 2012 Budget

To review 2011/2012 budget and amend as necessary with the objective of reducing surplus to acceptable level

Resolved: To recommend to full Council that: budget code 103 - change heading to PC NI contributions; budget code 301 - reduce budget to £5,000; budget code 401 - increase budget by £5,000; budget code 404 - increase budget to £1,500; add new budget code 510 Grange Wood with budget of £5,000; remove budget code 503; remove budget code 504; budget code 507 - increase budget by £2,500; budget code 603 - increase budget by £5,000; remove budget code 702; move budget for capital expenditure items 505 and 506 to annual expenditure with codes 406 and 407 respectively; move administration item 209 into annual expenditure with code 408; move annual expenditure item 403 into maintenance with code 306; budget code 206 to be replaced by item Quality Parish Council with a budget of £500.00

Noted: The above would result in a revised budget of £150,665 which includes £45,492 carried over for Village Hall refurbishment.
(Appendix A)

5. End of year review

To review end of year figures against budget

Noted: The Clerk presented a review of budget against expenditure which was approved
(Appendix B)

6. Accounts

- a. To approve transfer of all funds in Yorkshire Bank deposit account to Yorkshire Bank current account

Resolved: It was proposed by Cllr Gibb, seconded by Cllr Haffenden and approved by all members of the Finance Committee that it be recommended to full Council that all funds in the Yorkshire Bank deposit account be transferred to the Yorkshire Bank current account

Noted: Discussion took place as to signatures to the Post Office deposit account and procedure for withdrawals; Clerk to make enquiries and report to the next Ordinary Meeting.

- b. To approve opening cheque payment to Unity Trust Bank

Resolved: It was agreed to recommend to Council that a cheque for £1,000 be signed as opening payment to Unity Trust Bank

- c. To complete application form for Unity Trust Bank with approved signatories

Noted: Application form completed as approved (Minute reference 11/04/11/6c) by Cllrs Haffenden, Hollens, Gibb, Winterbottom, Clerk J O'Donoghue; P Herbert to complete form

7. Contracts

To review contract for Village Maintenance

Resolved: To recommend to full Council that the current contract with T Sproston be amended to include 12 cuts of the grassed area to the rear of the newly formed all weather tennis courts to the rear of the Village Hall in the sum of £120.00 per year, making the total value of the contract £2,010; Clerk to send amended contract to T Sproston for approval

8. Meeting Dates

To agree dates for future meetings of the Finance Committee for the 2011-2012 financial year

Resolved: To recommend to Council that the Finance Committee meet quarterly; that for remainder of the 2011-2012 financial year meetings be held in July 2011 (date to be agreed), Tuesday 1st November 2011 at 7.30pm, February 2012 (date to be agreed)

9. Close of meeting

Noted: The meeting closed at 9.25pm

Appendix A

Charge Group	Code	Item	Bdgt
Clerk Costs	101	Salary	15,478
	102	Travel	200
	103	PC NI contrib	1,500
Admin Costs	201	Office cost	2,444
	202	Audit Fees	1,000
	203	Legal Fees	500
	204	Subscriptions	1,800
	205	Insurance	7,000
	206	QPC	500
	207	Training	1,000
	208	Hartford News	4,000
Maintenance	301	Village maintenance	5,000
	302	Grass & hedges	3,000
	303	Play area ins + main	1,000
	304	Refuse/eurobin	1,000
	305	Allotments	700
	306	Trees	3,000
Annual Expenditure	401	Christmas	7,000
	402	Election Expenses	500
	404	Films	1,500
	405	S37/Grants	1,000
	406	Homewatch	200
	407	PCSO	12,000
	408	Twinning	100
	Capital Expenditure	501	Play equipment replacement
502		Village enhancement	2,000
507		Football Pavilion	7,500
508		Ann Todd Garden	5,000
509		Young People Provision	0
510		Grange Wood	5,000
Village Hall	601	Repairs	2,000
	603	Refurbishment	50,492
Misc	701	Chair allowance	250
	703	Rent	1
	704	Returned BACS	0
			150,665

Appendix B

Year	2010-2011	ANNUAL BUDGET	PAYMENTS	UNDER/OVER SPEND	CLERK NOTES
Month No	12				
Clerk Costs					
101	Salary	17,000	12,191	4,809	
102	Travel	200	26	174	
103	Inland Revenue		3,382	-3,382	previously included as salary, no budget set
Total Employee Costs		17,200	15,599	1,601	
Admin Costs					
201	Office cost	1,300	1,499	-199	under estimated
202	Audit Fees	150	589	-439	under estimated
203	Legal Fees	200	764	-564	football club and tennis club lease
204	Subscriptions	1,800	1,544	256	
205	Insurance	3,200	3,437	-237	increase due to mosaic
206	Parish Plan	0	0	0	
207	Training	1,000	420	580	
208	Hartford News	4,000	2,853	1,147	
209	Twinning	100	0	100	
Total Admin Costs		11,750	11,105	645	
Maintenance					
301	Village maintenance	3,500	3,503	-3	under estimated
302	Grass & hedges	3,000	2,650	350	

303	Play area ins + main	1,000	0	1,000
304	Refuse/eurobin	1,000	942	58
305	Allotments	700	0	700
Total Maintenance Costs		9,200	7,095	2,105

Annual Payments

401	Christmas	2,000	220	1,780
402	Election Expenses	0	0	0
403	Trees	6,000	0	6,000
404	Films		1,275	
405	S37/Grants	1,000	791	209
Total Annual Payments		9,000	2,287	7,989

Capital Expenditure

501	Play equipment replacement	0	0	0	
502	Village enhancement	2,000	20,333	-18,333	Big lotteries grant £7,200.20 paid 2010-2011. Further grant £11,699.05 received April 2011
503	Traffic management	1,000	0	1,000	
504	Archive mangement	0	0	0	
505	Homewatch	200	0	200	
506	PCSO	12,000	11,000	1,000	
507	Football Pavilion	5,000	2,129	2,871	
508	Ann Todd Garden	2,000	875	1,125	
509	Young People Provision	4,000	0	4,000	
Total Amenities Costs		26,200	34,338	-8,138	

Village Hall

601	Repairs	2,000	0	2,000	
603	Refurbishment	135,000	89,508	45,492	Plans 715, discharge cond 85, key cab, copy 47.22, elec cert 100 car park 27,348, shed 733, build regs & Dmcoy 5478, Dmcoy 55,000
Total Village Hall		137,000	89,508	47,492	

Misc

701	Chair allowance	250	291	-41	£250 approved, additional £41 agreed re thanks to C Poole and T Parker
702	Emergency fund	0	0	0	
703	Rent	0	1	-1	should have been included in budget originally logged as receipt - advice auditor 12/04/11 should
704	Returned BACS	0	-1,553	1,553	be
Total Misc		250	-1,260	1,510	a negative payment (ie a credit) against payments

TOTAL EXPENDITURE		210,600	158,672.13	53,203	
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