

HARTING PARISH COUNCIL

Minutes of the meeting of the **Finance Committee** held at **6.00 pm** on **Tuesday 9 November 2021**

The meeting was held via Zoom video link.

Present: Mr Bonner (Chairman), Mrs Bramley, Mr Johnson Hill, Mr Miller, Mr Palmer and Mr Shaxson.

In attendance: Trish Walker, Parish Clerk

1. Apologies for Absence: Mrs Gaterell.

2. Declarations of Interest: Mr Miller declared an interest as a trustee of the Harting Community Hall.

Mr Palmer declared an interest as his wife runs the Hospital Car Scheme

3. Minutes from Meeting held on 1 June 2021

The minutes were agreed by the members and will be signed in due course.

4. Budget Monitoring 2021/22

The latest budget statement to the end of October 2021 was noted.

5. Grant applications 2022/23

The members reviewed the grants for 2022/23 and agreed they should be included in the Budget Proposal to be presented to the full Council on 18 November 2021.

It was noted that the balance of grant monies held on behalf of HCH (Harting Community Hall) was quite high at £9466 and it would be useful to have an idea of potential projects planned.

There was a discussion about the levels of the grants to the churches and the Citizens Advice Bureau and whether these should benefit from a cost of living type increase each year. It was agreed this would be reviewed in the next budget setting round in 2022.

The following proposals were agreed:

- i. To agree to recommend that the Council allocate the following grants in 2022/23*
 - a. Harting Community Hall and the War Memorial Playing Fields – (£2350 each) £4700 total*
 - b. Harting Parish hospital car scheme - £180*
 - c. Petersfield Citizens Advice Bureau - £300*
 - d. Allotment rents -£25*
 - e. The Parish Church and Congregational Church burial grants – (£200 each) £400 total*
 - f. Other applications received from organisations with local connections.*

- ii. *To agree, as part of their overall grants, to recommend that the Council also covers the cost of the insurance premiums for Harting Community Hall and the War Memorial Playing Field and the cost of a bookkeeper for the former.*

6. Budget 2022/23

Mr Bonner presented the proposed budget for 2022/23 (see appendix A), this was reviewed and agreed by the members. The budget totals £56,435 an increase of £635 (1.14%) on the previous year.

The following proposal was agreed:

that the Committee agree to recommend the Budget for 2022/23 to the Full Council for adoption

7. Precept 2022/23

The members considered the options regarding the level of precept to be requested and the possible use of reserves.

It was agreed the precept should be set at £54,835, a 1.24% increase on the previous year, with £1600 being used from the reserves.

The following proposal was agreed:

that the Committee agree to recommend the level of precept to be requested from WSCC should be £54,835 for the year 2022/23.

8. Deposit Account

The increased level of reserves and the growth of the ring fenced sums means the bank balance is currently at a higher level than in previous years. The members agreed it would be sensible to source a deposit account to provide some interest on the balance whilst also ensuring each bank account has less than £85k, the FCSC protection level.

9. CIL payments and spending

The members noted that a total of £4756.27 had been received in respect of the CIL.

This can be spent on a reasonably wide range of items and has to be reported to SDNPA on an annual basis. The funds need to be spent within a period of 5 years.

The members discussed the option of using the CIL money on items such as the fingerpost maintenance, this would free up the general the budget for other projects. The clerk will contact SDNPA for guidance.

10. Items for next meeting

Festivities insurance

Charter fair insurance

11. Date of next meeting

The next meeting will be arranged for February 2022, details to be arranged.

The meeting closed at 7pm

Unconfirmed

Appendix A

Harting Parish Council - Budget 2022/23

<u>Budget Headings</u>	Budget 2021-22	Likely spend 2021-22	Proposed Budget 2022-23	Budget Increase/ decrease	
<u>Staff Salaries</u>					
Salary	14,000.00	13,445.24	16,900.00	2,900.00	
Pension	600.00	-	680.00	80.00	
Chairman's allowance			200.00	200.00	
Total Staff Salaries	14,600.00	13,445.24	17,580.00	2,980.00	1
<u>Admin</u>					
IT/website and telephone	550.00	240.00	250.00	-300.00	2
Microsoft Licence	1,100.00	1,100.00	1,100.00	0.00	
IT support	1,000.00	1,000.00	1,000.00	0.00	
Audit fees	600.00	572.00	600.00	0.00	
Admin	2,000.00	1,638.48	1,500.00	-500.00	3
PC Insurance	500.00	1,053.44	1,100.00	600.00	4
Training	200.00	105.00	100.00	-100.00	5
Legal	500.00	1,000.00	500.00	0.00	
Election	300.00	-	300.00	0.00	
Total Admin	6,750.00	6,708.92	6,450.00	-300.00	
<u>Subscr/Memberships</u>					
WSALC/NALC/Parish online	500.00	467.79	500.00	0.00	
<u>Capital expenditure</u>					
Open spaces, major repairs and replacements	6,000.00	2,119.00	5,000.00	-1,000.00	
Total Capital	6,000.00	2,119.00	5,000.00	-1,000.00	
<u>Maintenance</u>					
Woodland Management	2,000.00	3,590.00	2,000.00	0.00	
Highways	4,500.00	12,140.00	1,000.00	-3,500.00	6
Mixed repairs	2,500.00	1,231.75	3,000.00	500.00	
Waste bins/dog gloves bags	800.00	734.82	800.00	0.00	
Grass cutting	2,300.00	1,851.00	2,400.00	100.00	
Lengthsman	850.00	605.00	850.00	0.00	
Tree survey	-	-	550.00	550.00	7
Total Maintenance	12,950.00	20,152.57	10,600.00	-2,350.00	
<u>Grants</u>					
Hall	2,300.00	2,300.00	2,350.00	50.00	
S137 - eg. Citizens Advice	300.00	1,943.32	1,500.00	1,200.00	8
WMPF	2,300.00	2,300.00	2,350.00	50.00	
Churchyards	400.00	400.00	400.00	0.00	
Hospital car	180.00	180.00	180.00	0.00	
Allotment rent	50.00	25.00	25.00	-25.00	9
Hall insurance	1,300.00	1,433.76	1,500.00	200.00	
Hall bookkeeping	500.00	371.25	500.00	0.00	
WMPF insurance	1,200.00	1,200.00	1,300.00	100.00	
Grants	-	-			
Total Grants	8,530.00	10,153.33	10,105.00	1,575.00	
<u>Contingency</u>	6,470.00	-	6,200.00	-270.00	10
Total Budget	55,800.00	53,046.85	56,435.00	635.00	

Notes - reasons for the proposed budget changes in 2022/23

1. Clerks hours were increased to 18 per week and pay rate increased to £17 per hour
2. Only hosting and maintenance fees now the website is up and running
3. Admin costs were higher in 2020/21 due to the Emergency Group activity
4. Following a review of the Council assets and insurance provision, the premium has increased.
5. Courses are reasonably limited at the moment, and the WSALC networking meetings provide a lot of information free of charge
6. It is anticipated the fingerpost works will be completed within 2021/22

7. 18 monthly tree survey is due Summer 2022

8. Platinum Jubilee celebrations in June 2022

9. The subscription to the Parish Magazine is no longer required for the new owner of the allotments

10. The contingency includes up to £2,000 in the event of the Emergency Group being reconvened.