

## HARTING PARISH COUNCIL

**Minutes** of the meeting of the **Finance Committee** held at **6.00 pm** on **Thursday 27 October 2022**

The meeting was held via Zoom video link.

**Present:** Mr Bonner (Chairman), Mrs Bramley, Mrs Gaterell, Mr Miller, Mr Palmer and Mr Shaxson.

In attendance: Trish Walker, Parish Clerk

**1. Apologies for Absence:** None.

**2. Declarations of Interest:** Mr Miller declared an interest in agenda item 5 as a trustee of the Community Hall.

Mrs Gaterell declared an interest in agenda item 5 as a trustee of the War Memorial Playing Field (WMPF)

**3. Minutes from Meeting held on 8 June 2022**

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

**4. Budget monitoring 2022/23**

The latest budget statement to the end of October 2022 was noted.

**5. Grant applications 2023/24**

The members reviewed the grants for 2023/24 and agreed they should be included in the Budget Proposal to be presented to the full Council on 17 November 2022.

The members noted the balance of grant monies held on behalf of HCH (Harting Community Hall) was £4739. The WMPF balance was currently -£1350, this was as a result of an advanced grant to cover the cost of new windows in the pavilion.

There was a discussion about the uplift of the grants to HCH and WMPF, these have traditionally been increased by the CPI rate at 1 September. The members agreed the grants should be increased to £2500, this being an increase of 6.38%. Although this was below the CPI rate of 8.8% it was felt this would even out by 1 April 2023.

*The following proposals were agreed:*

- i. To agree to recommend that the Council allocate the following grants in 2023/24*
  - a. Harting Community Hall and the War Memorial Playing Fields – (£2500 each)  
£5000 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*

- 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.*

#### **5. Budget 2022/23**

Mr Bonner presented the proposed budget for 2023/24 (see appendix A), this was reviewed and agreed by the members. The budget totals £60,165 an increase of £3730 (6.6%) on the previous year.

*The following proposal was agreed:*

*that the Committee agree to recommend the Budget for 2023/24 to the Full Council for adoption*

#### **6. Precept 2023/24**

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 £55,932, a 2% increase on the previous year, with £4233 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 £55,932 for the year 2023/24.*

#### **6. Deposit Account**

It was agreed a deposit account should be opened with the Unity Trust bank, the Council's current bank. This can be done immediately using the current signatories.

Further investigation will be made to open a deposit account with a different bank to ensure the FSCS financial protection of £85k is not exceeded with any bank.

#### **7. CIL payments and spending**

The members noted that a total of £14,850.69 had been received in respect of the CIL. The payments shown below had been offset against the CIL monies leaving a balance available to spend of £4276.94.

Fingerposts	4756.27
Nyewood Hall chairs	2180.00
Nyewood Hall tables	2637.48
Nyewood Hall defibrillator	1000.00

#### **8. Date of next meeting**

The next meeting will be arranged for February 2022 to review the 2022-23 budget.

The meeting closed at 6.40pm

## Appendix A

### HARTING PARISH COUNCIL BUDGET 2023-24

<u>Headings</u>	Budget 2022-23	Likely spend 2022-23	Proposed Budget 2023/24	Budget Increase/decrease	%
<b>Staff Salaries</b>					
Salary	16,900.00	17,013.45	17,500.00	600.00	3.55
Pension	680.00	680.00	700.00	20.00	2.94
		-			
<b>Total Staff Salaries</b>	<b>17,580.00</b>	<b>17,693.45</b>	<b>18,200.00</b>	<b>620.00</b>	<b>3.53</b>
<b>Admin</b>					
Website and phone	250.00	280.00	310.00	60.00	24.00
Microsoft licence	1,100.00	1,200.00	1,300.00	200.00	18.18
IT support	1,000.00	1,000.00	1,000.00	0.00	0.00
Chairmans allowance	200.00	200.00	200.00	0.00	0.00
Audit fees	600.00	658.35	450.00	-150.00	-25.00
Admin	1,500.00	987.10	1,000.00	-500.00	-33.33
PC Insurance	1,100.00	1,426.19	1,500.00	400.00	36.36
Training	100.00	190.00	500.00	400.00	400.00
Legal	500.00	1,790.50	1,000.00	500.00	100.00
Election	300.00	-	450.00	150.00	50.00
<b>Total Admin</b>	<b>6,650.00</b>	<b>7,732.14</b>	<b>7,710.00</b>	<b>1,060.00</b>	<b>15.94</b>
<b>Subscr/Memberships</b>					
SALC/NALC	500.00	485.30	500.00	0.00	0.00
<b>Capital expenditure</b>					
Open spaces major repairs	5,000.00	-	2,000.00	-3,000.00	-60.00
<b>Total Capital</b>	<b>5,000.00</b>	<b>-</b>	<b>2,000.00</b>	<b>-3,000.00</b>	<b>-60.00</b>
<b>Maintenance</b>					
Warren & South Gardens	2,000.00	3,140.00	3,000.00	1,000.00	50.00
Highways	1,000.00	-	1,000.00	0.00	0.00
Mixed repairs	3,000.00	2,199.00	2,500.00	-500.00	-16.67
Dog bins/gloves	800.00	770.51	800.00	0.00	0.00
Grass cutting	2,400.00	1,739.92	2,000.00	-400.00	-16.67
Lengthsman	850.00	743.50	750.00	-100.00	-11.76
Tree survey	550.00	550.00	600.00	50.00	9.09
<b>Total Maintenance</b>	<b>10,600.00</b>	<b>9,142.93</b>	<b>10,650.00</b>	<b>50.00</b>	<b>0.47</b>
<b>Grants</b>					
Hall	2,350.00	7,667.00	2,500.00	150.00	6.38
S137 -	1,500.00	300.00	5,300.00	3,800.00	253.33
WMPF	2,350.00	6,110.00	2,500.00	150.00	6.38
Churchyards	400.00	400.00	400.00	0.00	0.00
Hospital car	180.00	-	180.00	0.00	0.00
Allotment rent	25.00	25.00	25.00	0.00	0.00
Hall insurance	1,500.00	1,721.64	1,500.00	0.00	0.00
Hall bookkeeping	500.00	502.50	500.00	0.00	0.00
WMPF insurance	1,300.00	1,300.00	1,500.00	200.00	15.38
Other grants	-	14,578.48	4,000.00	4,000.00	100
<b>Total Grants</b>	<b>10,105.00</b>	<b>32,604.62</b>	<b>18,405.00</b>	<b>8,300.00</b>	<b>82.14</b>
<b>Contingency</b>	<b>6,000.00</b>	<b>-</b>	<b>2,700.00</b>	<b>-3,300.00</b>	<b>-55.00</b>
<b>Total Budget</b>	<b>56,435.00</b>	<b>67,658.44</b>	<b>60,165.00</b>	<b>3,730.00</b>	<b>6.61</b>

### PRECEPT

<b>Precept met from reserves</b>	54835 1600 <b>56435</b>	55932 4233 <b>60165</b>	1097	2%
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## **Notes to accompany budget**

### **Audit fees**

Reduced by £150 as the new internal audit carries out an interim 6 month audit which vastly reduces year end costs.

### **Admin costs**

Reduced by £500 to £1k as greater use of electronic means, lower postage, less bookkeeping advice means these costs have fallen.

### **Training**

The training budget has been increased to £500 as there may potentially be new councillors after the May elections. It would also be a good idea to have a training session put on for the whole Council by WSALC or such like after the elections.

### **Legal**

Although there aren't any identified legal costs, it is felt there should be a provision in the budget.

### **Capital**

There is no anticipated capital expenditure. Budget reduced to £2k.

### **Warren and South Gardens**

Potential tree works and any agreed works to South Gardens and the ponds, as a result of the Ecology report being brought to Council, a sum of £3k is proposed.

### **Highways**

Hopefully any cost associated with Highways will be in relation to the £15k already earmarked for the crossing, therefore reduced to £1k

### **Grass cutting**

The budget for 2022-23 was £2400. The actual cost has fallen under budget for the last three years and despite lesser cuts due to the dry weather this summer, it is felt this budget could be reduced to £2k.

### **S137**

This usually includes the £300 for the Citizens Advice grant. However, it has been uplifted by £5k to include provision for Coronation events and expenditure, as discussed at the October council meeting.

### **Other grants**

Due to the increase in grant applications from groups within the Parish it is proposed to include £4k

### **Contingency**

The contingency has been lowered to offset the funds allocated to S137 for the Coronation.