

# HARTING PARISH COUNCIL

Minutes of the meeting of the Finance Committee held at 5.00 pm on

Tuesday 21 November 2023

The meeting was held via Zoom video link.

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

In attendance: Trish Walker, Parish Clerk

**1. Apologies for Absence:** Mr Miller.

**2. Declarations of Interest:** None.

**3. Minutes from Meeting held on 6 June 2023**

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

**4. Budget 2023/24 review**

The budget statement for the period ending 30 November was reviewed by the members and it was noted there was likely to be an underspend in the region of £10k. This was attributed to the lack of necessary works for trees and general maintenance in the period. These funds can be redirected if necessary.

**5. Standard grant applications 2024/25**

The members reviewed the grants for 2024/25 and agreed they should be included in the Budget Proposal to be presented to the full Council on 21 December 2023. It was noted the Council holds the grants each year until specific projects are identified, this enables the item or service to be gifted to the organisations with the Council reclaiming the vat.

The members noted the balance of grant monies held on behalf of HCH (Harting Community Hall) was £3033.58. The WMPF balance was currently £nil.

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 £2650, this being an increase of 6%. Although this was below the CPI rate of 6.4% it was felt this would even out by 1 April 2024.

There was a discussion about increasing the other grants but it was felt there was no evidence that more was required at this time.

*The following proposals were made and agreed:*

- i. To agree to recommend that the Council allocate the following grants in 2024/25
  - a. Harting Community Hall and the War Memorial Playing Fields - £2650 each
  - 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*
  - 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. Additional Grant applications**

In addition to the standard grant applications, there had been three further requests for funding as detailed below:

i. Harting Community Hall	£6166 + vat	Solar Battery
ii. War Memorial Playing Field	£15000	New showers and toilets
iii. Henry Warren Hall	£9200 + vat	Solar Battery system

The members discussed the various applications and reviewed them against the financial accounts for each organisation. It was noted there was some flexibility within the current year budget, if agreed by the full council, to enable some of the projects to go ahead immediately.

The grant applications were considered for recommendation to the Council along with the following funding options:

- Underspend from current year budget
- CIL monies - £13,168.81 currently available
- Increasing budget for 2024/25. This is the least favoured option as it would have a considerable impact on the precept.

*The following proposals were made and agreed:*

*To agree to recommend that the Council should respond to the grant applications in the following way:*

- i. *To agree the application from Harting Community Hall for £6166 + vat for a Solar Battery to be funded in the year ending 31 March 2024.*
- ii. *To refuse the War Memorial Playing Field, at this stage, to ask for additional detail and quotes for the new showers and toilets and to await the outcome of the reported grant applications.*
- iii. *To agree to a grant of £3000 + vat for the Henry Warren Hall towards the cost of a Solar Battery system to be funded in the year ending 31 March 2024.*
- iv. *To agree that any agreed grants should be held in reserve, where possible, to enable the purchases to be gifted to the organisations.*

## 7. CIL payments and spending

The current CIL situation was noted.

### CIL received

Prior to October 2021	3,240.00
October 2021	1,516.27
April 2022	10,094.42
April 2023	4,595.93
October 2023	4,595.94
<b>Total</b>	<b>24,042.56</b>

### Less CIL projects offset

Fingerposts	4,756.27	Mar-22
Nyewood hall chairs	2,180.00	Sep-22
Nyewood hall tables	2,637.48	Sep-22
Nyewood hall defibrillator	1,000.00	Oct-22
Bike rack (pending)	300.00	
	<b>10,873.75</b>	

**Total available to spend** **13,168.81**

## 8. Budget 2024/25

Mr Bonner presented the proposed budget for 2024/25 (see appendix A), this was reviewed and agreed by the members. The budget totals £56,975 a decrease of £3190 (5.3%) on the previous year.

*The following proposal was agreed:*

*that the Committee agree to recommend the Budget for 2024/25 to the Full Council for adoption*

## 9. Precept 2024/25

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 £56,975 a 1.86% increase on the previous year, no funds would be used from the reserves. It was noted that the previous years budgets had been balanced by using a portion of the reserves.

*The following proposal was agreed:*

*that the Committee agree to recommend the level of precept to be requested from WSCC should be £56,975 for the year 2024/25.*

#### **10. Deposit Account**

It was noted that a deposit account had been opened with the Unity Trust bank, however it would be advisable to have a further deposit account with another bank to ensure funds can be spread to ensure the FSCS financial protection of £85k is not exceeded with any bank. The clerk will investigate some options for consideration at the next finance meeting.

#### **11. Date of next meeting**

The next meeting will be arranged for February/ March 2024.

The meeting closed at 5.50pm

## Appendix A

<b>PROPOSED BUDGET 2024-25</b>									
	Budget 2022/23	Budget 2023/24	Spend to date 31/10/2023	Add to year end	under/over	Budget 2024/25	2022/23 - 2023/24	%	
<b>Budget Headings</b>							<b>Increase/decrease</b>		
<b>Staff Salaries</b>									
Salary	16,900.00	17,500.00	10,350.25	8,265.29	1,115.54	18,000.00	500.00	2.86	
Pension	680.00	700.00	-	-	-700.00	700.00	0.00	0.00	
<b>Total Staff Salaries</b>	<b>17,580.00</b>	<b>18,200.00</b>	<b>10,350.25</b>	<b>8,265.29</b>	<b>415.54</b>	<b>18,700.00</b>	<b>500.00</b>	<b>2.75</b>	
<b>Admin</b>									
Website and phone	250.00	310.00	300.00	-	-10.00	300.00	-10.00	-3.23	
Microsoft licence	1,100.00	1,300.00	879.20	-	-420.80	900.00	-400.00	-30.77	
IT support	1,000.00	1,000.00	1,104.00	-	104.00	1,120.00	120.00	12.00	
Chairmans allowance	200.00	200.00	200.00	-	0.00	200.00	0.00	0.00	
Audit fees	600.00	450.00	625.05	-	175.05	600.00	150.00	33.33	
Admin	1,500.00	1,000.00	776.74	257.95	34.69	750.00	-250.00	-25.00	
PC Insurance	1,100.00	1,500.00	1,373.00	-	-127.00	1,400.00	-100.00	-6.67	
Training	100.00	500.00	-	500.00	0.00	500.00	0.00	0.00	
Room Hire	-	-	-	-	0.00	1,000.00	1,000.00	100.00	
Legal	500.00	1,000.00	-	-	-1,000.00	1,000.00	0.00	0.00	
Election	300.00	450.00	-	427.50	-22.50	100.00	-350.00	-77.78	
<b>Total Admin</b>	<b>6,650.00</b>	<b>7,710.00</b>	<b>5,257.99</b>	<b>1,185.45</b>	<b>-1,266.56</b>	<b>7,870.00</b>	<b>160.00</b>	<b>2.08</b>	
<b>Subscr/Memberships</b>									
SALC/NALC	500.00	500.00	693.55	-	193.55	700.00	200.00	40.00	
<b>Capital expenditure</b>									
Open spaces equipment	5,000.00	2,000.00	119.17	-	-1,880.83	1,000.00	-1,000.00	-50.00	
<b>Total Capital</b>	<b>5,000.00</b>	<b>2,000.00</b>	<b>119.17</b>	<b>-</b>	<b>-1,880.83</b>	<b>1,000.00</b>	<b>-1,000.00</b>	<b>-50.00</b>	
<b>Maintenance</b>									
Warren & South Garden	2,000.00	3,000.00	-	900.00	-2,100.00	1,500.00	-1,500.00	-50.00	
Highways	1,000.00	1,000.00	-	500.00	-500.00	1,500.00	500.00	50.00	
Mixed repairs	3,000.00	2,500.00	164.00	1,500.00	-836.00	1,500.00	-1,000.00	-40.00	
Dog bins/gloves	800.00	800.00	532.48	-	-267.52	800.00	0.00	0.00	
Grass cutting	2,400.00	2,000.00	1,291.76	501.00	-207.24	2,000.00	0.00	0.00	
Lengthsman	850.00	750.00	608.30	150.00	8.30	750.00	0.00	0.00	
Tree survey	550.00	600.00	-	600.00	0.00	-	-600.00	-100.00	
<b>Total Maintenance</b>	<b>10,600.00</b>	<b>10,650.00</b>	<b>2,596.54</b>	<b>4,151.00</b>	<b>-3,902.46</b>	<b>8,050.00</b>	<b>-2,600.00</b>	<b>-24.41</b>	
<b>Grants</b>									
Hall	2,350.00	2,500.00	2,500.00	-	0.00	2,650.00	150.00	6.00	
S137 -	1,500.00	5,300.00	5,180.50	-	-119.50	600.00	-4,700.00	-88.68	
WMPPF	2,350.00	2,500.00	2,500.00	-	0.00	2,650.00	150.00	6.00	
Churchyards	400.00	400.00	400.00	-	0.00	400.00	0.00	0.00	
Hospital car	180.00	180.00	-	-	-180.00	180.00	0.00	0.00	
Allotment rent	25.00	25.00	25.00	-	0.00	25.00	0.00	0.00	
Hall insurance	1,500.00	1,500.00	2,088.93	-	588.93	2,100.00	600.00	40.00	
Hall bookkeeping	500.00	500.00	406.25	120.00	26.25	500.00	0.00	0.00	
WMPPF insurance	1,300.00	1,500.00	-	1,400.00	-100.00	1,400.00	-100.00	-6.67	
Other grants	-	4,000.00	1,811.63	-	-2,188.37	9,400.00	5,400.00	100	
<b>Total Grants</b>	<b>10,105.00</b>	<b>18,405.00</b>	<b>14,912.31</b>	<b>1,520.00</b>	<b>-1,972.69</b>	<b>19,905.00</b>	<b>1,500.00</b>	<b>8.15</b>	
<b>Contingency</b>	<b>6,000.00</b>	<b>2,700.00</b>	<b>-</b>	<b>-</b>	<b>-2,700.00</b>	<b>1,750.00</b>	<b>-950.00</b>	<b>-35.19</b>	
<b>Total Budget</b>	<b>56,435.00</b>	<b>60,165.00</b>	<b>33,929.81</b>	<b>15,121.74</b>	<b>-11,113.45</b>	<b>56,975.00</b>	<b>3,190.00</b>	<b>-5.30</b>	
Less grants									
						<b>56,975.00</b>			
<b>Precept</b>		55932					<b>1,043.00</b>	<b>1.86</b>	<b>Precept increase</b>
<b>Met from reserves</b>		4233					<b>3,190.00</b>	<b>5.30</b>	<b>Budget change</b>
		<b>60165</b>				<b>0</b>			
HCH spent more in year from reserved fund, this shows in year compared to budget									