

**MINUTES OF A MEETING OF THE FINANCE & AUDIT COMMITTEE**  
**HELD ON MONDAY 7 JANUARY 2013 AT 7.00PM**  
**IN THE VILLAGE HALL**

**Present:** Parish Councillors: Robert Booth (Chairman)  
Peter Greig  
Malcolm Hogg  
**In attendance:** Parish Clerk Caro Slaymaker

**FA-0158 Apologies**

Apologies were received from Cllr Roberts (work commitment) and Cllr Corbett (compassionate leave). The absences were **approved**.

**FA-0159 Declarations of Interest**

There were no individual declarations of interest. It was noted that all Councillors have a general Disclosable Pecuniary Interest under the new Code of Conduct and dispensation had been granted at the Parish Council meeting on 10 December

**FA-0160 Minutes of Previous Meeting**

The minutes of the meeting held on 3 December 2012 were **approved** as a true record and signed by the Chairman.

**FA-0161 Income and Expenditure Report**

The Clerk presented the income and expenditure report for December 2012, a copy of which is appended to these minutes. The report was **accepted**.

**FA-0162 Expenditure**

Expenditure incurred since the Finance & Audit Committee meeting of 3 December 2012

Chq No	Payee	Amount	Details
103134	Somerset ACF Band	£ 150.00	War Memorial Dedication
103135	Mr B Keen	£ 30.00	War Memorial Dedication
103136	Mrs G Wright	£ 85.92	Expenses War Mem Project
103137	Mr I McDonald	£ 39.00	Expenses War Mem Project
103138	Mr M Henry	£ 70.00	Expenses War Mem Project
103139	SLCC	£ 145.00	Membership Subscription 2013
103140	Blachère Illumination	£ 12.60	Replacement rectifier – Xmas lights
103141	Mrs C Slaymaker	£ 66.87	Clerks expenses
103142	Mr G Bickers	£ 410.00	Clear leaves at library and cemetery; toilet cleaning; clearing toilet gutters
103143	Purnells4print&design	£ 88.40	Printing – War Memorial
DDR	Talk Talk	£ 33.58	Telephone Nov 2012
103144	NS Village Hall	£ 20.00	Parish Council mtg Nov 2012
103146 – 103149	Parish Office staff	£ 4,053.92	Staff payroll – Dec 2012
	<b>TOTAL</b>	<b>£ 5,205.29</b>	

The above expenditure was **approved** and (any) two of the authorised signatories were **instructed** to sign the relevant cheques.

**FA-0163      Proposed Budget and Precept 2013/14**

The Clerk reported that Sedgemoor District Council had advised that details of the new arrangements for Council Tax Benefit Grant would not be available until the end of January. There would be a seminar, and new spreadsheets would be provided to calculate the tax base and precept.

With this in mind the Committee considered the updated Proposed Budget in detail and some changes were made and their effect on the precept and Council Tax were **noted**.

It was **agreed** that the Clerk would update the spreadsheet on the basis of the discussions and the final budget and precept would be discussed once the Council Tax Benefit Grants arrangements and tax base details were advised.

**FA-0164      Date of Next Meeting**

To be confirmed

The meeting closed at 8.30pm

## Budget as at 7 January 2013

Account Code	Account	Balance at 31 Mar 12	Original Budget 2012/13	Total 2012/13	First quarter	Second quarter	Third quarter	Total spent to date	Balance left: Budget less Spend to date	Projected Year to date	% Spent of Total to date
<b>Parish Office</b>											
4101	Office Equipment	0.00	500.00	500.00	393.95	559.99	70.49	1,024.43	-524.43	1,024.43	204.89%
4102	Parish Council Office Rent	0.00	3,000.00	3,000.00	710.24	355.00	509.05	1,574.29	1,425.71	2,104.29	52.48%
4103	Postage	0.00	175.00	175.00	156.70	-	10.00	166.70	8.30	196.70	95.26%
4104	Stationery, printing	0.00	1,250.00	1,250.00	69.64	229.06	146.16	444.86	805.14	639.86	35.59%
1012	Printing & Copying	0.00	-800.00	-800.00	-100.55	-58.66	-66.52	-225.73	-574.27	-300.73	28.22%
4105	Telephone & Internet	0.00	550.00	550.00	173.44	88.61	86.32	348.37	201.63	543.37	63.34%
1999	Misc Receipts	0.00	0.00	0.00	-	-2.00	-	-2.00	2.00	-2.00	***
<b>Staff Costs</b>											
4201	Payroll Reserve	3,226.40	25.00	3,251.40	1,905.02	-	1,838.14	3,743.16	-491.76	3,743.16	115.12%
4202	Recruitment	0.00	250.00	250.00	-	-	-	-	250.00	-	0.00%
4203	Salaries	0.00	20,850.00	20,850.00	5,712.11	4,930.02	5,526.43	16,168.56	4,681.44	21,268.56	77.55%
4204	Staff travel and subsistence costs	0.00	100.00	100.00	123.65	-	55.45	179.10	-79.10	229.10	179.10%
4205	Staff Training	0.00	500.00	500.00	-	-	1.53	1.53	498.47	201.53	0.31%
<b>Administration &amp; Finance</b>											
4301	Audit Fees	0.00	600.00	600.00	250.00	480.00	-	730.00	-130.00	730.00	121.67%
4303	Chairman's Honorarium	0.00	175.00	175.00	175.00	-	-	175.00	-	175.00	100.00%
4305	Councillors' Training	0.00	150.00	150.00	-	120.00	-	120.00	30.00	220.00	80.00%
4306	Elections	895.00	250.00	1,145.00	-	-	-	-	1,145.00	-	0.00%
4307	Insurance	0.00	1,400.00	1,400.00	935.60	-	-	935.60	464.40	935.60	66.83%
4308	Statutory Fees	0.00	35.00	35.00	-	-	35.00	35.00	-	35.00	100.00%
4309	Subscriptions	0.00	500.00	500.00	35.00	-	175.00	210.00	290.00	210.00	42.00%
4310	Venue Hire	0.00	250.00	250.00	180.00	78.00	60.00	318.00	-68.00	398.00	127.20%
4311	Wayleaves	0.00	0.00	0.00	-	-	-	-	-	-	***
1018	Quantock Cluster income	0.00	0.00	-390.00	-60.00	-150.00	-180.00	-390.00	-	-390.00	100.00%
4312	Quantock Cluster expenditure	0.00	0.00	390.00	12.90	-	245.84	258.74	131.26	333.74	66.34%
<b>Cemetery</b>											
4401	Cemetery Equipment	0.00	0.00	0.00	-	-	-	-	-	-	***
4402	Cemetery Rates	0.00	170.00	170.00	130.50	-	-	130.50	39.50	130.50	76.76%
4403	Maintenance	0.00	2,500.00	2,500.00	504.00	1,014.00	356.00	1,874.00	626.00	2,474.00	74.96%
4404	Pest Control	0.00	50.00	50.00	-	-	-	-	50.00	-	0.00%
1006	Cemetery Income	0.00	-2,100.00	-2,100.00	-627.00	-519.60	-649.00	-1,795.60	-304.40	-2,645.60	85.50%

## Budget as at 7 January 2013

Account Code	Account	Balance at 31 Mar 12	Original Budget 2012/13	Total 2012/13	First quarter	Second quarter	Third quarter	Total spent to date	Balance left: Budget less Spend to date	Projected Year to date	% Spent of Total to date
<b>Community Services</b>											
4501	Active Living	0.00	100.00	100.00	100.00	–	–	100.00	–	100.00	100.00%
4502	Allotment	100.00	0.00	0.00	100.00	–	–	100.00	-100.00	200.00	***
4503	CANS	2,148.55	0.00	2,148.55	–	–	–	–	2,148.55	–	0.00%
4504	Christmas Tree & Lights	0.00	150.00	150.00	–	–	10.50	10.50	139.50	10.50	7.00%
1007	Christmas tree and lights - donations for	0.00	-150.00	-150.00	–	–	–	–	-150.00	–	0.00%
4505	May Fair 2012 expenditure	0.00	0.00	0.00	1,159.06	148.00	6.00	1,313.06	-1,313.06	1,313.06	non precept
1008	May Fair 2012 Income	2,993.56	0.00	-2,993.56	-529.24	-30.00	–	-559.24	-2,434.32	-559.24	non precept
4513	May Fair 2013 expenditure	0.00	0.00	0.00	–	–	6.57	6.57	-6.57	6.57	non precept
1013	May Fair 2013 Income	0.00	0.00	0.00	–	–	-300.00	-300.00	300.00	-300.00	non precept
4506	Oral History	349.11	0.00	349.11	20.65	–	–	20.65	328.46	20.65	5.92%
4507	Parish Council Newsletter	0.00	600.00	600.00	–	–	–	–	600.00	–	0.00%
4508	Parish Plan	771.19	250.00	1,021.19	–	–	–	–	1,021.19	–	0.00%
4509	Youth Services	326.66	0.00	326.66	–	–	–	–	326.66	–	0.00%
4510	Nether Stowey Village Trail Booklet	0.00	0.00	0.00	27.30	–	–	27.30	-27.30	27.30	see receipts
1016	Village Trail Booklet Income	0.00	0.00	0.00	-20.00	–	–	-20.00	20.00	-20.00	see payments
4511	War Memorial Project expenditure	0.00	0.00	0.00	150.00	4,135.80	5,656.00	9,941.80	-9,941.80	9,941.80	non precept
1017	War Memorial Project	2,581.37	0.00	-2,581.37	-2,456.00	-5,325.00	-5,545.00	-13,326.00	10,744.63	-13,326.00	non precept
<b>Village Maintenance</b>											
4601	A39 Verge	0.00	150.00	150.00	42.00	56.00	28.00	126.00	24.00	171.00	84.00%
4602	CCTV	0.00	100.00	100.00	–	–	–	–	100.00	–	0.00%
4603	Clock Tower Maintenance & Electricity	0.00	550.00	550.00	50.58	329.10	255.05	634.73	-84.73	784.73	115.41%
4604	General Maintenance	0.00	400.00	400.00	–	–	260.00	260.00	140.00	260.00	65.00%
4605	Old Gaol	0.00	100.00	100.00	–	–	–	–	100.00	–	0.00%
4606	Palmer's Path	0.00	300.00	300.00	42.00	126.00	28.00	196.00	104.00	239.00	65.33%
4607	Public Seating	0.00	250.00	250.00	80.00	–	–	80.00	170.00	120.00	32.00%
4608	South Lane Footpath	0.00	100.00	100.00	35.00	35.00	–	70.00	30.00	105.00	70.00%
4609	Dog Bins	0.00	150.00	150.00	69.68	304.45	–	374.13	-224.13	374.13	249.42%
4610	A39 Wood	0.00	750.00	750.00	–	–	–	–	750.00	–	0.00%
4611	Millennium Wood	0.00	150.00	150.00	–	–	–	–	150.00	–	0.00%
4612	Plot 173	0.00	0.00	0.00	–	–	112.00	112.00	-112.00	112.00	***
<b>Castle Street Toilets</b>											

Budget as at 7 January 2013

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4701	Castle Street Toilets Cleaning	0.00	2,250.00	2,250.00	364.00	555.00	555.00	1,474.00	776.00	2,029.00	65.51%
4702	Castle Street Toilets Power	0.00	700.00	700.00	149.51	150.05	97.41	396.97	303.03	576.97	56.71%
4703	Castle Street Toilets Rates	0.00	930.00	930.00	–	–	–	–	930.00	930.00	0.00%
4704	Castle Street Toilets Repairs & Mtce	0.00	250.00	250.00	–	–	15.00	15.00	235.00	15.00	6.00%
4705	Castle Street Toilets Sewerage	0.00	300.00	300.00	115.11	–	161.46	276.57	23.43	276.57	92.19%
4706	Castle Street Toilets Water	0.00	300.00	300.00	120.77	–	177.93	298.70	1.30	298.70	99.57%
<b>Grants</b>											
4801	Miscellaneous Grants	0.00	500.00	950.00	750.00	–	–	750.00	200.00	750.00	78.95%
4802	Diamond Jubilee	0.00	600.00	150.00	–	–	150.00	150.00	–	150.00	100.00%
4803	Playing Field	0.00	1,500.00	1,500.00	–	–	–	–	1,500.00	–	0.00%
4804	Transport	0.00	500.00	500.00	–	–	–	–	500.00	–	0.00%
4805	Village Hall	900.00	900.00	1,800.00	900.00	–	900.00	1,800.00	–	1,800.00	100.00%
1009	Miscellaneous Grants	0.00	0.00	0.00	–	–	–	–	–	–	***
<b>Nether Stowey Library</b>											
4511	Miscellaneous costs	0.00	0.00	0.00	0.31	–	–	0.31	-0.31	–	No budget allocation
4510	Establishment of Community Org	0.00	0.00	0.00	–	–	–	–	–	–	
<b>Reserves</b>											
	Service Devolution Reserve	0.00	5,000.00	5,000.00	–	–	–	–	5,000.00	–	0.00%
	General Reserve**	16,060.72	1,740.00	17,800.72	–	–	–	–	17,800.72	–	0.00%
	<b>Total Net Expenditure For Year</b>	<b>30,352.56</b>	<b>49,800.00</b>	<b>68,902.70</b>	<b>11,950.93</b>	<b>7,608.82</b>	<b>10,793.81</b>	<b>30,353.56</b>	<b>38,549.14</b>	<b>38,661.56</b>	<b>56.11%</b>
1011	Precept	0.00	-47,850.00	-47,850.00	-23,925.00	-23,925.00	0.00	-47,850.00	–	-47,850.00	
	VAT Refunds	0.00	-1,200.00	-1,200.00	-4,501.08	0.00	-1,266.94	-5,768.02	–	-5,768.02	
515	VAT Paid	0.00	0.00	0.00	247.01	1,044.59	1,050.63	2,342.23	–	2,342.23	
	<b>Total Expenditure for Year</b>	<b>30,352.56</b>	<b>750.00</b>	<b>19,852.70</b>	<b>-16,228.14</b>	<b>-15,271.59</b>	<b>10,577.50</b>	<b>-20,922.23</b>	<b>40,774.93</b>	<b>-12,314.23</b>	