

MINUTES OF A MEETING OF THE FINANCE & AUDIT COMMITTEE
HELD ON MONDAY 2 DECEMBER 2013 AT 7.00PM
IN THE VILLAGE HALL

Present: Parish Councillors: Robert Booth (Chairman)
Peter Greig
Margaret Hogg
Malcolm Hogg (from 8.50pm)

In attendance: Parish Clerk Caro Slaymaker

FA-0166 Apologies

Apologies were received from Cllr O'Byrne (on holiday abroad), Cllr Roberts (working away) and Cllr Malcolm Hogg (who had a previous engagement, but would join the meeting later if possible). The absences were **approved**.

FA-0167 Declarations of Interest

There were no individual declarations of interest. It was noted that all Councillors have a general Disclosable Pecuniary Interest under the Code of Conduct and dispensation had been granted by the Clerk.

FA-0168 Minutes of Previous Meeting

The minutes of the meeting held on 7 January 2013 were **approved** as a true record and signed by the Chairman.

FA-0169 Income and Expenditure Report

The Clerk presented the income and expenditure report for November 2013, a copy of which is appended to these minutes. The report was **accepted**. It was **agreed** that the Clerk could vire between account codes within the overall headings and would report at the next meeting. Any necessary viring between the overall headings would be considered by the Committee.

FA-0170 Expenditure

Expenditure incurred since the Parish Council meeting of 11 November 2013

Date	Payee Name	Cheque	Amount	Transaction Details
12/11/2013	SALC	103276	75.00	Councillor Training
12/11/2013	NS Village Hall	103277	20.00	Hire of Hall PC meeting 14 Oct 2013
12/11/2013	St Mary's PCC	103278	6.00	Hire of Lounge CANS meeting 25 Oct 2013
13/11/2013	Gary Bickers	103279	1,625.25	Sept & Oct 2013 Invoices
13/11/2013	SALC	103280	100.00	Councillor Training
13/11/2013	Smith of Derby Ltd	103281	244.80	Annual service of Clock Tower
19/11/2013	Quantock Players	103282	25.00	May Fair Advert in Panto Programme.
19/11/2013	SLCC	103283	147.00	SLCC Membership renewal
20/11/2013	Chanin & Thomas	103284	500.00	3rd quarterly rent Oct-Dec 2013
25/11/2013	Wessex Water	103285	338.22	May 2013 – Nov 2013 Invoice
25/11/2013	Staff Salaries	103286 - 103289	1772.34	Staff Salaries November 2013
26/11/2013	Active Living	103290	100.00	Annual Grant

26/11/2013	Polybags Ltd	103291	38.94	Storage bags for road grit/ sandbags
26/11/2013	SALC	103292	25.00	Chairman Training
TOTAL			£5,017.55	

The above expenditure was **approved** and (any) two of the authorised signatories were **instructed** to sign the relevant cheques. There was a discussion about water bills and the Clerk would investigate the possibility of a water meter.

FA-0171 Proposed Budget and Precept 2014/15

The Clerk reported that Sedgemoor District Council had advised that details of the new tax base and had confirmed arrangements for Council Tax Benefit Grant.

With this in mind the Committee considered the updated Proposed Budget in detail and some changes were made.

It was **agreed** that the Clerk would update the spreadsheet on the basis of the discussions and would advise the committee of the subsequent results on the precept by e-mail in preparation for the next meeting.

FA-0172 Date of Next Meeting

The next meeting would be held on 6 January 2014

The meeting closed at 9.20pm

Budget Report as at 27 November 2013

Account Code	Account	Balance at 31 Mar 2013	Original Budget 2013/14	First quarter	Second quarter	Oct 2013	Nov 2013	Third quarter	Total spent to date	Balance Remaining	%Spent of Total
	Reserves Total	-42,670.34	42,670.34	0.00	248.00	256.06	0.00	256.06	504.06	42,166.28	
Income											
1002	Allotment Rental	0.00	0.00	0.00	0.00			0.00	0.00	0.00	See payments
1006	Cemetery Income	0.00	-2,200.00	-680.00	-1,008.00	-166.14	-310.00	-476.14	-2,164.14	-35.86	98.37%
1007	Christmas tree + lights – donations	0.00	0.00	0.00	0.00			0.00	0.00	0.00	**
1008	May Fair 2014 Income	0.00	0.00	-7.00	0.00	-146.00	-140.00	-286.00	-293.00	293.00	**
1009	Miscellaneous Grants	0.00	0.00	0.00	0.00			0.00	0.00	0.00	**
1012	Printing & Copying receipts	0.00	-350.00	-113.50	-169.76	-247.40	-90.00	-337.40	-620.66	270.66	177.33%
1013	May Fair 2013 Income	0.00	0.00	-469.60	0.00	469.60		469.60	0.00	0.00	**
1016	Village Trail Booklet Income	0.00	0.00	-10.00	-31.00	-10.00		-10.00	-51.00	51.00	See payments
1017	War Memorial Project	0.00	0.00	0.00	0.00			0.00	0.00	0.00	See payments
1018	Quantock Cluster income	0.00	-390.00	-90.00	-120.00	-60.00	-90.00	-150.00	-360.00	-30.00	See payments
1999	Misc Receipts	0.00	0.00	0.00	0.00			0.00	0.00	0.00	**
115	VAT Refunds	0.00	0.00	-1,133.38	0.00			0.00	-1,133.38	1,133.38	**
	Subtotal Income For Year	0.00	-2,940.00	-2,503.48	-1,328.76	-159.94	-630.00	-789.94	-4,622.18	1,682.18	
1011	Precept	0.00	-49,705.00	-24,852.50	-24,852.50			0.00	-49,705.00	0.00	
	Subtotal Income For Year	0.00	-52,645.00	-27,355.98	-26,181.26	-159.94	-630.00	-789.94	-54,327.18	942.18	
Expenditure											
Parish Office											
4101	Office Equipment	0.00	900.00	114.38	127.00		10.32	10.32	251.70	648.30	27.97%
4102	Parish Council Office Rent	0.00	2,500.00	500.00	500.00	99.20	503.10	602.30	1,602.30	897.70	64.09%
4103	Postage	0.00	200.00	-1.00	50.00			0.00	49.00	151.00	24.50%
4104	Stationery, printing	0.00	700.00	354.38	244.29	351.56	3.47	355.03	953.70	-253.70	136.24%
4105	Telephone & Internet	0.00	580.00	166.99	39.91	11.05	18.00	29.05	235.95	344.05	40.68%
4106	Office Move	0.00	2,000.00	0.00	0.00			0.00	0.00	2,000.00	0.00%
	TOTAL Parish Office	0.00	6,880.00	1,134.75	961.20	461.81	534.89	996.70	3,092.65	3,787.35	44.95%
Staff Costs											
4201	Terminal Gratuity	0.00	0.00	0.00	0.00			0.00	0.00	0.00	**

Budget Report as at 27 November 2013

Account Code	Account	Balance at 31 Mar 2013	Original Budget 2013/14	First quarter	Second quarter	Oct 2013	Nov 2013	Third quarter	Total spent to date	Balance Remaining	%Spent of Total
4202	Recruitment	0.00	250.00	0.00	0.00			0.00	0.00	250.00	0.00%
4203	Salaries	0.00	21,100.00	5,188.29	5,276.85	1,744.95	1,744.95	3,489.90	13,955.04	7,144.96	66.14%
4204	Staff travel and subsistence costs	0.00	250.00	6.75	0.00	1.00	35.55	36.55	43.30	206.70	17.32%
4205	Staff Training	0.00	550.00	0.00	280.00			0.00	280.00	270.00	50.91%
	TOTAL Staff Costs	0.00	22,150.00	5,195.04	5,556.85	1,745.95	1,780.50	3,526.45	14,278.34	7,871.66	64.46%
Administration & Finance											
4301	Audit Fees	0.00	750.00	250.00	0.00	325.00		325.00	575.00	175.00	76.67%
4303	Chairman's Honorarium	0.00	200.00	0.00	200.00			0.00	200.00	0.00	100.00%
4304	Councillors' Expenses	0.00	0.00	0.00	35.98			0.00	35.98	-35.98	**
4305	Councillors' Training	0.00	250.00	0.00	150.00		200.00	200.00	350.00	-100.00	140.00%
4306	Elections + Reserve	0.00	0.00	0.00	0.00			0.00	0.00	0.00	**
4307	Insurance	0.00	990.00	986.35	53.00			0.00	1,039.35	-49.35	104.98%
4308	Statutory Fees	0.00	40.00	0.00	0.00	35.00		35.00	35.00	5.00	87.50%
4309	Subscriptions	0.00	520.00	0.00	65.00		147.00	147.00	212.00	308.00	40.77%
4310	Venue Hire	0.00	450.00	60.00	60.00		20.00	20.00	140.00	310.00	31.11%
4311	Wayleaves	0.00	75.00	0.00	0.00			0.00	0.00	75.00	0.00%
4312	Quantock Cluster expenditure	0.00	390.00	90.67	84.51	27.39	39.54	66.93	242.11	147.89	62.08%
4313	Legal Fees	0.00	0.00	801.00	0.00			0.00	801.00	-801.00	**
	TOTAL Administration & Finance	0.00	3,665.00	2,188.02	648.49	387.39	406.54	793.93	3,630.44	34.56	
Cemetery											
4401	Cemetery Equipment	0.00	0.00	0.00	0.00			0.00	0.00	0.00	**
4402	Cemetery Rates	0.00	145.00	133.98	0.00			0.00	133.98	11.02	92.40%
4403	Maintenance	0.00	2,500.00	513.00	1,000.50		818.00	818.00	2,331.50	168.50	93.26%
4404	Pest Control	0.00	50.00	0.00	0.00			0.00	0.00	50.00	0.00%
	TOTAL Cemetery	0.00	2,695.00	646.98	1,000.50	0.00	818.00	818.00	2,465.48	229.52	

Budget Report as at 27 November 2013

Account Code	Account	Balance at 31 Mar 2013	Original Budget 2013/14	First quarter	Second quarter	Oct 2013	Nov 2013	Third quarter	Total spent to date	Balance Remaining	%Spent of Total
Community Services											
4502	Allotment	0.00	0.00	0.00	0.00			0.00	0.00	0.00	**
4503	CANS	0.00	0.00	16.00	0.00		6.00	6.00	22.00	-22.00	See reserve
4504	Christmas Tree & Lights	0.00	65.00	0.00	0.00			0.00	0.00	65.00	0.00%
4505	May Fair 2014 expenditure	0.00	0.00	0.00	0.00	65.00	25.00	90.00	90.00	-90.00	See income
4513	May Fair 2013 expenditure	0.00	0.00	725.66	0.00	-725.66		-725.66	0.00	0.00	See reserve
4506	Oral History	0.00	0.00	0.00	0.00			0.00	0.00	0.00	**
4507	Parish Council Newsletter	0.00	0.00	0.00	0.00			0.00	0.00	0.00	**
4508	Parish Plan	0.00	0.00	0.00	0.00			0.00	0.00	0.00	**
4509	Youth Services	0.00	0.00	0.00	0.00			0.00	0.00	0.00	**
4510	Nether Stowey Village Trail Booklet	0.00	0.00	0.00	32.00	10.00		10.00	42.00	-42.00	See receipts
4511	War Memorial Project expenditure	0.00	0.00	0.00	429.70			0.00	429.70	-429.70	See reserve
4551	NS Library Misc costs	0.00	0.00	0.00	0.00			0.00	0.00	0.00	**
	TOTAL Community Services	0.00	65.00	741.66	461.70	-650.66	31.00	-619.66	583.70	-518.70	
Village Maintenance											
4601	A39 Verge	0.00	220.00	29.00	87.00		101.50	101.50	217.50	2.50	98.86%
4602	CCTV	0.00	110.00	0.00	0.00			0.00	0.00	110.00	0.00%
4603	Clock Tower Maintenance & Electricity	0.00	450.00	71.14	73.05	9.00	260.10	269.10	413.29	36.71	91.84%
4604	General Maintenance	0.00	500.00	0.00	0.00	0.00	141.20	141.20	141.20	358.80	28.24%
4605	Old Gaol	0.00	0.00	0.00	0.00		14.50	14.50	14.50	-14.50	**
4606	Palmers Path	0.00	320.00	85.00	87.00		29.00	29.00	201.00	119.00	62.81%
4607	Public Seating	0.00	200.00	0.00	0.00		140.00	140.00	140.00	60.00	70.00%
4608	South Lane Footpath	0.00	120.00	0.00	0.00			0.00	0.00	120.00	0.00%
4609	Dog Bins	0.00	580.00	209.04	209.04			0.00	418.08	161.92	72.08%
4610	A39 Wood	0.00	0.00	0.00	0.00			0.00	0.00	0.00	**
4611	Millennium Wood	0.00	0.00	0.00	0.00			0.00	0.00	0.00	**
4612	Plot 173	0.00	1,000.00	0.00	0.00			0.00	0.00	1,000.00	0.00%
4613	Mill Lane/Lime Street safety	0.00	2,000.00	0.00	0.00			0.00	0.00	2,000.00	0.00%
4614	War Memorial Maintenance	0.00	0.00	0.00	0.00			0.00	0.00	0.00	**
	TOTAL Village Maintenance	0.00	5,500.00	394.18	456.09	9.00	686.30	695.30	1,545.57	3,954.43	28.10%

Budget Report as at 27 November 2013

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Castle Street Toilets											
4701	Castle Street Toilets Cleaning	0.00	2,300.00	375.00	740.00		370.00	370.00	1,485.00	815.00	64.57%
4702	Castle Street Toilets Power	0.00	600.00	140.25	172.75	156.94		156.94	469.94	130.06	78.32%
4703	Castle Street Toilets Rates	0.00	950.00	0.00	0.00			0.00	0.00	950.00	0.00%
4704	Castle Street Toilets Repairs & Mtce	0.00	450.00	0.00	0.00			0.00	0.00	450.00	0.00%
4705	Castle Street Toilets Water & Sewerage	0.00	640.00	322.94	0.00		338.22	338.22	661.16	-21.16	103.31%
4706	Castle Street Car Park	0.00	750.00	0.00	43.50		43.50	43.50	87.00	663.00	11.60%
		0.00	0.00	0.00	0.00			0.00	0.00	0.00	
	TOTAL Castle Street Toilets	0.00	5,690.00	838.19	956.25	156.94	751.72	908.66	2,703.10		47.51%
Grants											
4801	Miscellaneous Grants	0.00	500.00	160.00	0.00			0.00	160.00	340.00	32.00%
4802	Active Living	0.00	100.00	0.00	0.00		100.00	100.00	100.00	0.00	100.00%
4803	Playing Field	0.00	2,000.00	0.00	0.00	1,500.00	362.56	1,862.56	1,862.56	137.44	93.13%
4804	Transport	0.00	0.00	0.00	0.00			0.00	0.00	0.00	**
4805	Village Hall Maintenance Grant	0.00	900.00	0.00	900.00	300.00		300.00	1,200.00	-300.00	133.33%
	TOTAL Grants	0.00	3,500.00	160.00	900.00	1,800.00	462.56	2,262.56	3,322.56		94.93%
Transfers to Reserves											
4851	Service Devolution Reserve	0.00	2,500.00	0.00	0.00			0.00	0.00	2,500.00	0.00%
4852	General Reserve**	0.00	0.00	0.00	0.00			0.00	0.00	0.00	**
VAT Account											
515	VAT Paid	0.00	0.00	323.30	820.98	145.36	52.11	197.47	1,341.75		
Total Expenditure Accounts For Year		0.00	52,645.00	11,622.12	11,762.06	4,055.79	5,523.62	9,579.41	32,963.59		
Income			-52,645.00	27,355.98	26,181.26	159.94	630.00	789.94	54,327.18		
Balance expenditure-income			0.00	-15,733.86	-14,419.20	3,895.85	4,893.62	8,789.47	-21,363.59		