

MINUTES OF A MEETING OF THE FINANCE & AUDIT COMMITTEE
HELD ON MONDAY 6 JANUARY 2014 AT 7.00PM
IN THE VILLAGE HALL

Present: Parish Councillors: Robert Booth (Chairman)
Peter Greig
Margaret Hogg
Malcolm Hogg
Shaun O'Byrne
John Roberts

In attendance: Parish Clerk Caro Slaymaker
Two members of the public

FA-0173 Apologies

All Committee members were present.

FA-0174 Declarations of Interest

There were no individual declarations of interest. It was noted that all Councillors except Cllr O'Byrne have a general Disclosable Pecuniary Interest and that a dispensation had been granted by the Clerk under Standing Orders.

FA-0175 Minutes of Previous Meeting

The minutes of the meeting held on 2 December 2013 were **approved** as a true record and signed by the Chairman.

FA-0176 Income and Expenditure Budget Report

The Clerk presented the income and expenditure report for December 2013, a copy of which is appended to these minutes. The report was **accepted**.

FA-0177 Proposed Budget and Precept 2014/15

The Committee considered the updated Proposed Budget in detail and some changes were made. It was noted that with regret that the final total represented an increase to the Band D Council Tax rate of £2.21 per annum, however it was agreed that this was necessary to address those areas of concern that parishioners had brought to the attention of the Parish Council.

Recommendation to the Parish Council:

That the Parish Council approve the draft budget for the year 2014-15 with total net expenditure of £52,001 and a precept of £47,160.

FA-0178 Date of Next Meeting

To be confirmed.

The meeting closed at 7.50pm

Budget Report to 31 December 2013

Account Code	Account	Balance at 31 Mar 2013	Original Budget 2013/14	Revised Budget 2013/14	First quarter	Second quarter	Oct 2013	Nov 2013	Dec 2013	Third quarter	Total spent to date	% Spent of Revised Budget
Reserves Total		-42,670.34	42,670.34	42,670.34	0.00	248.00	256.06	0.00	0.00	256.06	504.06	
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	-2,200.00	-680.00	-1,008.00	-166.14	-310.00	-140.00	-616.14	-2,304.14	104.73%
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	0.00	-7.00	0.00	-146.00	-140.00	-126.00	-412.00	-419.00	**
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	-350.00	-113.50	-169.76	-247.40	-90.00	-39.87	-377.27	-660.53	188.72%
1013	May Fair 2013 Income	0.00	0.00	0.00	-469.60	0.00	469.60			469.60	0.00	**
1016	Village Trail Booklet Income	0.00	0.00	0.00	-10.00	-31.00	-10.00			-10.00	-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	-390.00	-90.00	-120.00	-60.00	-90.00	-30.00	-180.00	-390.00	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	0.00	-1,133.38	0.00			-1,060.66	-1,060.66	-2,194.04	**
Subtotal Income For Year		0.00	-2,940.00	-2,940.00	-2,503.48	-1,328.76	-159.94	-630.00	-1,396.53	-2,186.47	-6,018.71	204.72%
1011	Precept	0.00	-49,705.00	-49,705.00	-24,852.50	-24,852.50				0.00	-49,705.00	
Subtotal Income For Year		0.00	-52,645.00	-52,645.00	-27,355.98	-26,181.26	-159.94	-630.00	-1,396.53	-2,186.47	-55,723.71	105.85%
ACTUAL INCOME ABOVE EXPECTED INCOME											-3,078.71	
Expenditure												
Parish Office												
4101	Office Equipment	0.00	900.00	1,280.00	114.38	127.00		10.32	1,030.86	1,041.18	1,282.56	100.20%
4102	Parish Council Office Rent	0.00	2,500.00	2,110.00	500.00	500.00	99.20	503.10	0.78	603.08	1,603.08	75.98%
4103	Postage	0.00	200.00	110.00	-1.00	50.00				0.00	49.00	44.55%
4104	Stationery, printing	0.00	700.00	1,070.00	354.38	244.29	351.56	-37.68	26.39	340.27	938.94	87.75%
4105	Telephone & Internet	0.00	580.00	310.00	166.99	39.91	11.05	18.00	13.07	42.12	249.02	80.33%
4109	Office Move	0.00	2,000.00	2,000.00	0.00	0.00				0.00	0.00	0.00%
TOTAL Parish Office		0.00	6,880.00	6,880.00	1,134.75	961.20	461.81	493.74	1,071.10	2,026.65	4,122.60	59.92%

Budget Report to 31 December 2013

Account Code	Account	Balance at 31 Mar 2013	Original Budget 2013/14	Revised Budget 2013/14	First quarter	Second quarter	Oct 2013	Nov 2013	Dec 2013	Third quarter	Total spent to date	% Spent of Revised Budget
Staff Costs												
4201	Terminal Gratuity	0.00	0.00	0.00	0.00	0.00				0.00	0.00	**
4202	Recruitment	0.00	250.00	250.00	0.00	0.00				0.00	0.00	0.00%
4203	Salaries	0.00	21,100.00	21,100.00	5,188.29	5,276.85	1,744.95	1,744.95	1,756.61	5,246.51	15,711.65	74.46%
4204	Staff travel and subsistence costs	0.00	250.00	250.00	6.75	0.00	1.00	35.55	58.18	94.73	101.48	40.59%
4205	Staff Training	0.00	550.00	550.00	0.00	280.00				0.00	280.00	50.91%
	TOTAL Staff Costs	0.00	22,150.00	22,150.00	5,195.04	5,556.85	1,745.95	1,780.50	1,814.79	5,341.24	16,093.13	72.66%
Administration & Finance												
4301	Audit Fees	0.00	750.00	575.00	250.00	0.00	325.00			325.00	575.00	100.00%
4303	Chairman's Honorarium	0.00	200.00	200.00	0.00	200.00				0.00	200.00	100.00%
4304	Councillors' Expenses	0.00	0.00	0.00	0.00	35.98			32.00	32.00	67.98	**
4305	Councillors' Training	0.00	250.00	350.00	0.00	150.00		200.00		200.00	350.00	100.00%
4306	Elections + Reserve	0.00	0.00	240.15	0.00	0.00				0.00	0.00	0.00%
4307	Insurance	0.00	990.00	1,039.35	986.35	53.00				0.00	1,039.35	100.00%
4308	Statutory Fees	0.00	40.00	35.00	0.00	0.00	35.00			35.00	35.00	100.00%
4309	Subscriptions	0.00	520.00	562.00	0.00	65.00		147.00		147.00	212.00	37.72%
4310	Venue Hire	0.00	450.00	260.00	60.00	60.00		20.00	40.00	60.00	180.00	69.23%
4311	Wayleaves	0.00	75.00	13.50	0.00	0.00				0.00	0.00	0.00%
4312	Quantock Cluster expenditure	0.00	390.00	390.00	90.67	84.51	27.39	39.54	27.39	94.32	269.50	69.10%
4313	Legal Fees	0.00	0.00	0.00	801.00	0.00				0.00	801.00	**
	TOTAL Administration & Finance	0.00	3,665.00	3,665.00	2,188.02	648.49	387.39	406.54	99.39	893.32	3,729.83	
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	134.00	133.98	0.00				0.00	133.98	99.99%
4403	Maintenance	0.00	2,500.00	2,561.00	513.00	1,000.50		818.00		818.00	2,331.50	91.04%
4404	Pest Control	0.00	50.00	0.00	0.00	0.00				0.00	0.00	**
	TOTAL Cemetery	0.00	2,695.00	2,695.00	646.98	1,000.50	0.00	818.00	0.00	818.00	2,465.48	

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Account Code	Account	Balance at 31 Mar 2013	Original Budget 2013/14	Revised Budget 2013/14	First quarter	Second quarter	Oct 2013	Nov 2013	Dec 2013	Third quarter	Total spent to date	% Spent of Revised Budget
Community Services												
4501	Active Living (not Grant)	0.00	0.00	0.00	0.00	0.00				0.00	0.00	**
4502	Allotment	0.00	0.00	0.00	0.00	0.00				0.00	0.00	**
4503	CANS	0.00	0.00	0.00	16.00	0.00		6.00		6.00	22.00	see reserve
4504	Christmas Tree & Lights	0.00	65.00	53.00	0.00	0.00			53.00	53.00	53.00	100.00%
4505	May Fair 2014 expenditure	0.00	0.00	0.00	0.00	0.00	65.00	25.00		90.00	90.00	see income
4513	May Fair 2013 expenditure	0.00	0.00	0.00	725.66	0.00	-725.66			-725.66	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	12.00	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	0.00	32.00	10.00			10.00	42.00	see receipts
4511	War Memorial Project expenditure	0.00	0.00	0.00	0.00	429.70				0.00	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	65.00	741.66	461.70	-650.66	31.00	53.00	-566.66	636.70	
Village Maintenance												
4601	A39 Verge	0.00	220.00	333.50	29.00	87.00		101.50		101.50	217.50	65.22%
4602	CCTV	0.00	110.00	110.00	0.00	0.00				0.00	0.00	0.00%
4603	Clock Tower – Maint/Electricity	0.00	450.00	630.00	71.14	73.05	9.00	260.10	159.00	428.10	572.29	90.84%
4604	General Maintenance	0.00	500.00	142.00	0.00	0.00	0.00	141.20	16.56	157.76	157.76	111.10%
4605	Old Gaol	0.00	0.00	164.50	0.00	0.00		14.50		14.50	14.50	8.81%
4606	Palmers Path	0.00	320.00	417.50	85.00	87.00		29.00		29.00	201.00	48.14%
4607	Public Seating	0.00	200.00	140.00	0.00	0.00		140.00		140.00	140.00	100.00%
4608	South Lane Footpath	0.00	120.00	60.00	0.00	0.00				0.00	0.00	0.00%
4609	Dog Bins	0.00	580.00	418.00	209.04	209.04				0.00	418.08	100.02%
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			127.84	127.84	127.84	**
4612	Plot 173	0.00	1,000.00	1,084.50	0.00	0.00				0.00	0.00	0.00%
4613	Mill Lane/Lime Street safety	0.00	2,000.00	2,000.00	0.00	0.00				0.00	0.00	0.00%
4614	War Memorial Maintenance	0.00	0.00	0.00	0.00	0.00				0.00	0.00	**

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TOTAL Village Maintenance		0.00	5,500.00	5,500.00	394.18	456.09	9.00	686.30	303.40	998.70	1,848.97	33.62%
Castle Street Toilets												
4701	Castle Street Toilets Cleaning	0.00	2,300.00	2,410.00	375.00	740.00		370.00		370.00	1,485.00	61.62%
4702	Castle Street Toilets Power	0.00	600.00	660.00	140.25	172.75	156.94			156.94	469.94	71.20%
4703	Castle Street Toilets Rates	0.00	950.00	0.00	0.00	0.00				0.00	0.00	**
4704	Castle St Toilets Repairs /Maint	0.00	450.00	370.00	0.00	0.00				0.00	0.00	0.00%
4705	Castle St Toilets Water & Sewerage	0.00	640.00	661.00	322.94	0.00		338.22		338.22	661.16	100.02%
4706	Castle Street Car Park	0.00	0.00	147.00	0.00	43.50		43.50		43.50	87.00	59.18%
	Car Park legal fees	0.00	750.00	1,442.00	0.00	0.00				0.00	0.00	0.00%
TOTAL Castle Street Toilets		0.00	5,690.00	5,690.00	838.19	956.25	156.94	751.72	0.00	908.66	2,703.10	47.51%
Grants												
4801	Miscellaneous Grants	0.00	500.00	337.00	160.00	0.00				0.00	160.00	47.48%
4802	Active Living	0.00	100.00	100.00	0.00	0.00		100.00		100.00	100.00	100.00%
4803	Playing Field	0.00	2,000.00	1,863.00	0.00	0.00	1,500.00	362.56		1,862.56	1,862.56	99.98%
4804	Transport	0.00	0.00	0.00	0.00	0.00				0.00	0.00	**
4805	Village Hall Maint Grant	0.00	900.00	1,200.00	0.00	900.00	300.00			300.00	1,200.00	100.00%
TOTAL Grants		0.00	3,500.00	3,500.00	160.00	900.00	1,800.00	462.56	0.00	2,262.56	3,322.56	94.93%
Transfers to Reserves												
4851	Service Devolution Reserve	0.00	2,500.00	2,500.00	0.00	0.00				0.00	0.00	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	0.00	323.30	820.98	145.36	43.88	244.23	433.47	1,577.75	
Total Expenditure A/cs For Year		0.00	52,645.00	52,645.00	11,622.12	11,762.06	4,055.79	5,474.24	3,585.91	13,115.94	36,500.12	
Income			-52,645.00	-52,645.00	27,355.98	26,181.26	159.94	630.00	1,396.53	2,186.47	55,723.71	
Balance expenditure-income			0.00	0.00	-15,733.86	-14,419.20	3,895.85	4,844.24	2,189.38	10,929.47	-19,223.59	