

Grant Applications to F&A May 2022 (2022-23 Budget)

Organisation	Amount Requested	Total project Cost	Purpose	Accs Rec'd	Bank Statement	Safeguarding Policy Rec'd	No of quotes rec'd	Amount Agreed by F&A	Notes
Wealden Citizens Advice	850	291,828		y	n	n	0		
St Thomas' Church	1,150	1,150	Maintenance of Churchyard	y	n	n	1		
	2,000.00							-	

Budget Summary

Amount Available in 2022/23 budget after previous meeting

Amount requested to May 2022 F&A meeting

Amount remaining for next meeting

7,933.77
2,000.00
5,933.77

WITHYHAM PARISH COUNCIL

Staff Committee has recommended that:

F&A reviews the name of this committee to clarify that it does not handle staffing matters, perhaps making it 'Finance Committee' instead.

F&A considers any crossovers with Staff Committee's remit (in red below).

FINANCE and ADMINISTRATION COMMITTEE

Responsibility: Finance & Administration/Full Council

Review Cycle: Annually or earlier in the event of legislative changes

Date of Adoption/Renewal	Date for review
May 2021	May 2022

TERMS OF REFERENCE

The Finance and Administration Committee is a committee of Withyham Parish Council ["the Council"] to administer all financial and non-staff related contractual matters arising within the Council (alongside the Scheme of Delegation).

CONSTITUTION

The Finance and Administration (F and A) Committee shall consist of seven members with at least one member from Withyham/Blackham; and the Wards of Groombridge and Marden's Hill plus the Chairman of the Council, or, in the absence of the Chairman, the Vice Chairman of the Council.

The Committee may, at its discretion, invite individuals to its meetings where specific input is required.

CHAIRMAN

The F and A Committee shall elect from its number a Chairman and Vice Chairman at the first F and A Committee meeting after the Annual Statutory Meeting of Council.

MEETINGS

1. The F and A Committee shall meet as required, but not less than quarterly, except where agreed otherwise.
2. Meetings will normally be supported by the Responsible Financial Officer (RFO), which in this Council is the Parish Clerk, or in the absence of the Parish Clerk, the Assistant Parish Clerk.
3. The duties, venues and agenda will be notified at least five days in advance, emergencies excepted
4. Members of the public are encouraged to attend.
5. Minutes of each meeting are to be drawn up and distributed to all Councillors within seven working days and duly signed at the next meeting.

QUORUM

This must comprise 3 members. In the event that the committee is not quorate for a particular meeting, the Clerk will request attendance from other councillors as required.

PURPOSE

General

1. To administer all finance and matters.
2. To review statements of account
3. To deal with contractual matters not within the remit of other committees
4. To deal with matters concerning any office equipment owned, leased or managed by the Council.
5. To follow policies and guidance as may be adopted from time to time by the Council. Consideration will be given to updating the Terms of Reference in line with the National Association of Local Council (NALC) guidance.
6. To keep the Council informed of proposals, purchases and commissioning of professionals, e.g. surveyors, planning consultants, solicitors etc., and associated insurance.
7. To ensure compliance with legislation including Health and Safety with relation to Council owned assets and activities
8. To report on its business and on significant matters within its remit to the Council including but not limited to:
 - a. Reporting to the Council the financial status of the Council not less than quarterly.
 - b. The financial and funding implications of proposals by the Council, its Committees, Sub-Committees and Working Parties and to advise the Council on those financial implications
 - c. Reporting and advising the Council on major administrative, staff and general issues.

Details

1. To supervise the Clerk's management of financial matters, including preparation of budgets and cash flow analysis, monitoring of budgets and production of annual accounts.
2. To ensure compliance with the Council's Financial Regulations.
3. To ensure compliance with internal and external audits.
4. To prepare the draft precept for discussion.
5. To monitor the efficiency of the parish's administration, including the Parish Office.

6. To ensure that the Clerk carries out an inspection (for general and insurance purposes) of all office equipment under the management of the parish; to keep it in good order and to plan for its maintenance and replacement.
7. To ensure that the Clerk monitors the condition of other assets of the Council in discussion with Ward Chairs.
8. To monitor and report on any contracts entered into, by or affecting the Council, except within the remit of any other committee.
9. To supervise the Clerk in maintaining records of the parish assets and ensure their proper protection, except within the remit of any other committee.
10. To monitor the Clerk's arrangements for appropriate insurance of the Council against normally insured risks and of the Council's assets against loss and damaged.
11. To advise on major administrative and general issues referred by Council or its committees or working parties, and refer back to Council as appropriate.
12. To approve grants up to £5,000.
13. To recommend the Risk Management Strategy to Council
14. To check the annual review of salaries is completed appropriately
15. To consider matters relating to Withyham Parish Volunteers.

Authority

1. To deal with issues within its remit, save where major decisions are required in which the matter should be referred to full Council for its approval.

'Major decisions' is incapable of precise definition, but should cover:

- Financial impact (by reference to absolute amount, departure from budget and risk)
- Long-term impact
- Parish-wide impact
- Expectation of strong public opinion and feeling
- Fund raising activities

These are matters of judgement to be decided by the committee. An item may be referred to Council where it is not unanimously agreed by the Finance and Administration Committee.

2. To sanction items of expenditure subject to expenditure being within a budget heading of that year's precept.

F&A MAY 2022

Item 9 To Consider an Additional Bank Account

Withyham Parish Council currently has accounts as follows:

HSBC Current bank account	£74,303.77
HSBC Deposit Bank account	£36,368.28
Nationwide	£81,693.26

The recent audit advised:

I noted the council holds in excess of the Financial Services Compensation Scheme (FSCS) protection limit on its HSBC accounts and recommend the council considers the benefits of opening another account with an alternate provider to maximise the FSCS protection available.

The FSCS limit is currently £85,000 per institution.

F&A is asked to consider whether to:

1. instruct the Clerk to source and set up another account (following the guidelines provided by the Borrowing and Investment Policy) and transfer the funds from the 'HSBC Deposit account' to that. The Clerk to then monitor and maintain the funds across accounts to ensure no institution has more than £85,000 whilst ensuring WPC has sufficient funds in its 'current' account to make payments
- or,
2. note the auditors comments but agree that the risk to HSBC is not sufficient to require action.

19/05/2022

Withyham Parish Council

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Detailed Receipts & Payments by Budget Heading 19/05/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Receipts							
1000 Misc Receipts	0	1,000	1,000			0.0%	
1010 Wealden Rail/SVR rent	375	4,500	4,125			8.3%	
1011 WRC/SVR rebate utilities	0	900	900			0.0%	
1020 Meeting room income	24	400	376			6.1%	
1040 Community Cafe receipts	42	240	198			17.6%	
1050 Groombridge Play area fundrais	0	100,000	100,000			0.0%	
1062 Gbridge PO Rent	0	19,200	19,200			0.0%	
1076 Precept	81,627	163,253	81,627			50.0%	
1090 Bank Interest	0	100	100			0.0%	
101 Administration							
4000 Staff Salary	(7,369)	(40,506)	33,137		33,137	18.2%	
4001 Staff on-costs	(1,336)	(9,845)	8,509		8,509	13.6%	
4003 Parish Maintenance Contract	0	(3,650)	3,650		3,650	0.0%	
4005 Clerical Support & overtime	0	(3,750)	3,750		3,750	0.0%	
4006 Neighbourhood Plan expenditure	0	(500)	500		500	0.0%	
4007 Training	(261)	(2,500)	2,239		2,239	10.4%	
4008 Annual Subs inc SALC/NALC	(822)	(1,400)	578		578	58.7%	
4009 Conferences& Networking	0	(500)	500		500	0.0%	
4010 Chairman's Allowance	0	(1,300)	1,300		1,300	0.0%	
4011 Councillors' Allowances	0	(1,300)	1,300		1,300	0.0%	
4012 Parish Office rent	(2,500)	(15,000)	12,500		12,500	16.7%	
4013 Telephone/Broadband	(175)	(1,200)	1,025		1,025	14.6%	
4015 Stationery & non-electric equi	(218)	(1,500)	1,282		1,282	14.5%	
4016 Computer Software/Hardware	(76)	(1,000)	924		924	7.6%	
4017 Photocopier Lease/Maintenance	(60)	(1,200)	1,140		1,140	5.0%	
4018 Website	(250)	(250)	0		0	100.0%	
4019 Community Communication	(200)	(1,500)	1,300		1,300	13.3%	
4020 APA expenditure	0	(750)	750		750	0.0%	
4021 IT Support	(413)	(2,400)	1,987		1,987	17.2%	
4030 Hire of Halls	0	(400)	400		400	0.0%	
4038 Insurance	0	(1,400)	1,400		1,400	0.0%	
4040 Audit & legal Fees	(117)	(1,500)	1,383		1,383	7.8%	
4041 Staff Committee	0	(500)	500		500	0.0%	
4051 Community Resilience	0	(400)	400		400	0.0%	
4060 Election Expenses	0	(1,000)	1,000		1,000	0.0%	
4062 Withyham Parish Volunteers	0	(500)	500		500	0.0%	
4063 Community Warden	(300)	(2,000)	1,700		1,700	15.0%	
4064 Community Cafe expenditure	(170)	(240)	70		70	71.0%	
4500 Office associated repairs	0	(2,000)	2,000		2,000	0.0%	

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Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4501 New Office equipment electroni	0	(200)	200		200	0.0%	
4502 Office utilities	(5,229)	(2,000)	(3,229)		(3,229)	261.4%	
4503 Office maintenance contracts &	(112)	(1,000)	888		888	11.2%	
4506 Office waste	(142)	(800)	658		658	17.7%	
4510 Meeting Room catering	(21)	(150)	129		129	13.9%	
4600 Bank charges	(17)	(100)	83		83	17.0%	
<u>102 Grants & Donations</u>							
4101 Grants	(2,066)	(10,000)	7,934		7,934	20.7%	
4102 Queens celebrations	0	(800)	800		800	0.0%	
<u>201 Groombridge</u>							
4200 Recreation Ground Rent	(302)	(310)	8		8	97.5%	
4201 Recreation Ground Purchases	(10)	(200)	190		190	5.0%	
4202 Recreation Ground Repairs	0	(500)	500		500	0.0%	
4205 Mowing Groombridge inc Tanyard	0	(6,230)	6,230		6,230	0.0%	
4211 Waste Collection Service	0	(1,000)	1,000		1,000	0.0%	
4213 Dog Waste Collection	0	(1,850)	1,850		1,850	0.0%	
4220 Play Area Reps/surface/replace	0	(200)	200		200	0.0%	
4221 Playground purchases	0	(100,000)	100,000		100,000	0.0%	
4222 Playground - inspection	0	(100)	100		100	0.0%	
4225 Park Corner Pond	0	(100)	100		100	0.0%	
4230 Trees	(90)	(1,500)	1,410		1,410	6.0%	
<u>202 St Johns</u>							
4240 Maintenance of Reading Rm Land	0	(607)	607		607	0.0%	
4241 Maintenance of Manor Pound	0	(500)	500		500	0.0%	
<u>203 Withyham/Blackham</u>							
4260 Mowing & hedge Teasley Mead	0	(1,300)	1,300		1,300	0.0%	
4261 Mowing Balls Green	0	(400)	400		400	0.0%	
4265 Rental Teasley Mead	(53)	(50)	(3)		(3)	106.0%	
4266 Rental Balls Green	(53)	(50)	(3)		(3)	106.0%	
4268 BG Playground - Repairs	0	(100)	100		100	0.0%	
4270 Play Inspection BGrn & TMead	0	(200)	200		200	0.0%	
<u>401 Highways/Footways/Transport</u>							
4226 ESCC Devolution (grass)	(957)	(957)	0		0	100.0%	
4401 Wealdlink Bus Service	(137)	(548)	411		411	25.0%	
4402 External Furniture Repairs	0	(200)	200		200	0.0%	
4403 Roadside Shelters	0	(200)	200		200	0.0%	
4405 Telephone boxes (adopted)	(117)	(100)	(17)		(17)	117.5%	
4406 Defibrillators	(18)	(300)	282		282	6.0%	
4407 PMP equipment & mileage	0	(200)	200		200	0.0%	

Detailed Receipts & Payments by Budget Heading 19/05/2022

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4410 Notice Boards	0	(200)	200		200	0.0%	
4415 Rights of Way	(39)	(500)	461		461	7.8%	
4420 Finger Posts and signs	0	(1,500)	1,500		1,500	0.0%	
4421 Road Safety Committee	(26)	(500)	474		474	5.2%	
4426 GB Village Sign Maintenance	0	(300)	300		300	0.0%	
4428 Grit Bins	0	(350)	350		350	0.0%	
4429 Salt Spreaders/Salt	0	(500)	500		500	0.0%	
<u>402 Lighting</u>							
4450 Energy & Maintenance 39 lights	(1,550)	(2,000)	450		450	77.5%	
4451 Repairs & Renewals	0	(2,000)	2,000		2,000	0.0%	
4452 New Columns	0	(3,000)	3,000		3,000	0.0%	
<u>500 Post office</u>							
5001 CIC Subsidy/Grant	(13,000)	(13,000)	0		0	100.0%	
5100 PO Building Annual PWLB repay	(8,389)	(17,000)	8,611		8,611	49.3%	
5101 PO building annual nonPWLB	(980)	(1,000)	20		20	98.0%	
5200 PO Purchase & convert	(37,357)	(15,000)	(22,357)		(22,357)	249.0%	22,358
<u>999 VAT Data</u>							
115 VAT reclaimed	7,012	10,000	2,988			70.1%	
515 VAT on Payments	(1,810)	(10,000)	8,190		8,190	18.1%	
Grand Totals:- Receipts	89,080	299,593	210,513			29.7%	
Payments	86,744	299,593	212,849	0	212,849	29.0%	
Net Receipts over Payments	2,336	0	(2,336)				
plus Transfer from ENR	22,358						
Movement to/(from) Gen Reserve	24,694						

Draft 3 year budget at 19 May 2022

This has been written by looking back at previous expenditure and considering future requirements based on our assets, liabilities and the current Parish Plan. The current Parish Plan runs to end of 2023/4. The newly elected Council of 2023 will be responsible for a new 4 year Parish Plan from April 2024 - March 2028. Year 3 is currently 'tbc' as we are without a parish plan for that point forwards.

the EMRs shown at the end of the budget demonstrate that their use for the Playground and Phoenix House refurb will leave them somewhat depleted from 2023/4 onwards

	Last year 2021/22 Actual	This Year 2022/23 Budget	Next Year 2023/24 Budget	Year 3 2024/25 Budget	Notes
Budget Income					
115 VAT reclaimed	9897	10000	10000	tbc	
1000 Misc Receipts	3433	1000	1000	tbc	
1010 Wealden Rail/SVR rent	4500	4500	5000	tbc	Rent increase? Renewed lease?
1011 WRC/SVR rebate utilities	1845	900	1500	tbc	Increased utilities costs
1020 Meeting room income	302	400	500	tbc	
1030 CIL Receipts	17975	0	0	tbc	Don't know if we will receive them so cannot budget
1040 Community Cafe receipts	0	240	450	tbc	
1050 Groombridge Play area fundrais	10005	100000	0	tbc	
1060 Gbridge Post Office fundraisin	2724	0	0	tbc	
1061 Gbridge PO Loan PWLB	489829	0	0	tbc	
1062 Gbridge PO Rent	7494	19200	20,400	tbc	based on 1700pcm
1076 Precept	156053	163253	162,855	tbc	Shortfall income/exp
1090 Bank Interest	350	100	100	tbc	
	704407	299593	201805		
Overhead Expenditure					
515 VAT on Payments	13295	10000	10000	tbc	
4000 Staff Salary	40358	40506	41000	tbc	
4001 Staff on-costs	13163	9845	9900	tbc	
4003 Parish Maintenance Contract	1277	3650	0	tbc	No longer an e/ee role, contract works as needed instead
4005 Clerical Support & overtime	3750	3750	3750	tbc	
4006 Neighbourhood Plan expenditure	0	500	0	tbc	
4007 Training	1661	2500	2500	tbc	
4008 Annual Subs inc SALC/NALC	1537	1400	1400	tbc	
4009 Conferences& Networking	54	500	500	tbc	
4010 Chairman's Allowance	1435	1300	1300	tbc	
4011 Councillors' Allowances	1425	1300	2200	tbc	
4012 Parish Office rent	15081	15000	17500	tbc	Election year - presume all cllrs elected
4013 Telephone/Broadband	1145	1200	1250	tbc	Rent increase? Renewed lease?
4015 Stationery & non-electric equi	1446	1500	1600	tbc	
4016 Computer Software/Hardware	1564	1000	1050	tbc	
4017 Photocopier Lease/Maintenance	968	1200	1250	tbc	
4018 Website	80	250	250	tbc	

4019 Community Communication	977	1500	2000	tbc	
4020 APA expenditure	0	750	750	tbc	
4021 IT Support	2263	2400	2450	tbc	
4030 Hire of Halls	356	400	200	tbc	
4038 Insurance	1366	1400	2000	tbc	Increase insurance premiums
4040 Audit & legal Fees	2288	1500	1500	tbc	
4041 Staff Committee	400	500	500	tbc	
4051 Community Resilience	0	400	400	tbc	
4060 Election Expenses	0	1000	1500	tbc	
4061 Parish Action Plan & Projects	0	0	0	tbc	
4062 Withyham Parish Volunteers	0	500	500	tbc	
4063 Community Warden	1024	2000	1800	tbc	
4064 Community Cafe expenditure	0	240	450	tbc	matches receipts (hall hire and restock)
4101 Grants	10000	10000	10000	tbc	
4102 Queens celebrations	0	800	0	tbc	
4200 Recreation Ground Rent	302	310	320	tbc	
4201 Recreation Ground Purchases	0	200	250	tbc	
4202 Recreation Ground Repairs	433	500	500	tbc	
4205 Mowing Groombridge inc Tanyard	4380	6230	6400	tbc	tbc, new contract from 2022/3
4211 Waste Collection Service	1472	1000	1050	tbc	
4213 Dog Waste Collection	1820	1850	1900	tbc	
4220 Play Area Reps/surface/replace	1260	200	1000	tbc	annual maintenance new playground
4221 Playground purchases	0	100000	0	tbc	
4222 Playground - inspection	0	100	100	tbc	
4225 Park Corner Pond	0	100	0	tbc	any further exp from 4062 Volunteers
4226 ESCC Devolution (grass)	938	957	1000	tbc	
4230 Trees	2287	1500	1500	tbc	
4240 Maintenance of Reading Rm Land	584	607	700	tbc	tbc, new contract from 2022/3
4241 Maintenance of Manor Pound	0	500	100	tbc	
4260 Mowing & hedge Teasley Mead	781	1300	1400	tbc	tbc, new contract from 2022/3
4261 Mowing Balls Green	164	400	450	tbc	tbc, new contract from 2022/3
4265 Rental Teasley Mead	100	50	55	tbc	
4266 Rental Balls Green	100	50	55	tbc	
4268 BG Playground - Repairs	0	100	100	tbc	
4270 Play Inspection BGm & TMead	0	200	200	tbc	
4401 Wealdlink Bus Service	540	548	575	tbc	
4402 External Furniture Repairs	0	200	250	tbc	
4403 Roadside Shelters	0	200	8000	tbc	Substantial works likely
4405 Telephone boxes (adopted)	0	100	150	tbc	
4406 Defibrillators	1333	300	350	tbc	maintenance and pads etc

4407 PMP equipment & mileage	223	200	0	tbc	
4410 Notice Boards	0	200	250	tbc	
4415 Rights of Way	271	500	500	tbc	
4420 Finger Posts and signs	0	1500	1500	tbc	
4421 ~~Road Safety Committee~~ -Highway Coord mileage	428	500	300	tbc	
4426 GB Village Sign Maintenance	655	300	300	tbc	
4428 Grit Bins	0	350	400	tbc	for any new or replacements
4429 Salt Spreaders/Salt	450	500	550	tbc	
4450 Energy & Maintenance 39 lights	1965	2000	1800	tbc	
4451 Repairs & Renewals (lights)	3779	2000	2000	tbc	new LEDs
4452 New Columns	0	3000	3000	tbc	
4500 Office associated repairs	0	2000	2000	tbc	
4501 New Office equipment electroni	0	200	200	tbc	
4502 Office utilities	1539	2000	4000	tbc	
4503 Office maintenance contracts &	1006	1000	1000	tbc	
4506 Office waste	791	800	850	tbc	
4510 Meeting Room catering	64	150	150	tbc	
4600 Bank charges	117	100	100	tbc	
5001 CIC Subsidy/Grant	15505	13000	13000	tbc	TBC in autumn when CIC reports
5100 PO Building Annual PWLB repay	8389	17000	17000	tbc	
5101 PO building annual nonPWLB	3147	1000	0	tbc	
5200 PO ~~Purchase & convert~~ -maintenance	535438	15000	2000	tbc	
NEW Playground PWLB repay			5000	tbc	
TOTAL Expenditure	707174	299593	201805		
EMRs at 19.5.22					
325 Teasley Mead Play equip	0	2500	2500	tbc	Consult with residents on a piece of play equipment
326 Balls Green Community Space	5835	5000	5000	tbc	Possible adult equipment
327 Groombridge Play area	38355	11445	0	tbc	22/23 spend towards the new playground
329 Road safety projects	15000	3000	3000	tbc	
332 Volunteers	2000	2000	1800	tbc	grant from WDC
333 Office Associated repairs	5000	2000	300	tbc	
336 CIL	26910	26910	0	tbc	22/23 spend towards the new playground
337 Parish Assets	5000	3000	3000	tbc	
338 Environmental improvements	10000	5000	5000	tbc	Charge point at parish office? Secure lease before consideration?
339 Post office convert	0	52715	0	tbc	22/23 spend towards refurbishment of Phoenix House
	108100	113570	20600		