

WIGGINTON PARISH COUNCIL – FINANCE COMMITTEE

DRAFT Minutes of the Meeting of the Parish Council's Finance Committee held on Wednesday 10th October 2018 in the John Jeffery Room, The Old School Community Hall, Wigginton.

F18/009 Present

Cllrs Runciman (Chair), Denton, Firth, Fisher, Spence.

F18/010 In Attendance

The Clerk.

F18/011 Apologies for Absence

Cllr P Vaughan

F18/012 Declarations of Interest

Cllr Denton declared an interest in minute 18/015 in respect of his allotment tenancy. The Clerk declared an interest in minute 18/018d below.

F18/013 Minutes of the last meeting

RESOLVED that the Minutes of the previous meeting, held on 09.07.18 be accepted as a true record.

The Chair signed the Minutes of the previous meeting.

F18/014 Matters arising

a) Annual Return 2018-2018

The Clerk informed members that the annual return has now been returned to the Parish Council there were no matters are raised by the auditors.

F18/015 To review the accounts for year to date and to confirm expenditure for the Village pond, allotments and grass verge edging.

The members reviewed the half year financial report and accounts. These show that the Parish Council is in a healthy financial position particularly bearing in mind the forthcoming pond and allotment projects.

Members approved expenditure yet to be incurred for allotment works in the estimated sum of £10000.00 and pond works in the estimated sum of £16000.00 and for grass verge edging in the estimated sum of £2000.00.

The Financial report is an attachment to these minutes.

RESOLVED that the matter be noted.

F18/016 Half Year Internal Audit

The Clerk informed members that the half year Internal Audit took place on Tuesday 9th October 2018. The auditor found no issues to comment on but will submit her report in the usual manner within the next few days.

RESOLVED that the matter be noted.

F18/017 To confirm the annual grant to Churchfield Open Space Committee

Members agreed that a payment of £3250.00 be made. The clerk informed members that an invoice has recently been received and to Churchfield Open Space Committee in the sum of £216.00 for emergency tree maintenance. As the Parish Council is responsible for general tree maintenance he suggested that this should a matter for the Parish Council. Members agreed that the invoice will be paid by the Parish Council. amount.

RESOLVED that the grant payment be awarded and that the emergency tree works invoice be paid by the Parish Council.

F18/018 To receive the 2018-19 Local Organisations S137 grant requests.

The following grant applications were considered and were resolved as indicated:-

a) Haxby & Wigginton Luncheon Club

Request for support towards the provision of pensioner lunches and costs of premises use in the sum of 250.00.

RESOLVED that the grant be awarded

b) Haxby & Wigginton Seniors Social Group

Request for support towards the New Years Eve pensioners celebration in the sum of £ 200.00.

RESOLVED that the grant be awarded

c) The Wonder Years

Request for support towards provision of indoor and outdoor blocks and planks in the sum of £1998.00

RESOLVED that the grant be awarded

d) Wigginton Wednesday Club

Request for support towards hall and speaker costs, coach trips including the annual village pensioner trip and Christmas lunches in the sum of £ 400.00

RESOLVED that the grant be awarded

F18/019 Any other business not requiring notice

The clerk informed members that additional costs will be incurred for the lighting of the village Christmas Tree.

RESOLVED that costs will be approved when available for this work.

F18/020 Date and Time of Next Meeting

The date of the next Finance Committee meeting will be 27.11.18 commencing at 1430 hours.

NB These minutes are unconfirmed and subject to confirmation at the next meeting of the Parish Council.

WIGGINTON PARISH COUNCIL
HALF YEAR FINANCIAL REPORT
APRIL – SEPTEMBER 2018

INCOME

A total of £59,553 was received in the year to 30th September 2018. This was derived from:-

		£
1	Precept and Council Support Grants	53686
2	Old School – For Clerk’s time	500
3	Allotment Rent	635
4	Bank Interest and Share Dividends	7
5	Miscellaneous	3240
6	VAT reimbursements	1485
Narrative to above figures		
1	Precept payments are paid by two instalments, both have been received in the first half year. The payments consist of £52,047 for the precept and £1,639 for the Council Support Grant.	
2	The Old School payment represents the six months charge for the Clerk’s time (this is a great deal less than the time spent).	
3	Allotment rents are charged and received on an annual basis and is equal to £600 p.a. for the 18 allotments. These are currently charged at £60 each for the two large plots and £30 each for the 16 smaller plots. The increase is due to two allotment holders relinquishing their tenancy between April & September. New tenants have been charged £17.5 for the six months remaining of this financial year.	
4	Bank interest of £3 was received from HSBC and £4 share dividends from our Lloyds Bank shares. No interest has been received from Skipton Building Society as this becomes due in October.	
5	Miscellaneous income of £3240 and has been derived from £2300 Ward Committee Grant for highway access to WSPFA and £940 refund received from WSPFA for revised lease legal fees.	

EXPENDITURE

Expenditure of £26,824 (excluding VAT) was incurred during the half year:

		£
1	Administration	12,848 (48%)
2	S.137 Grant	3,594 (13.3%)
3	S.106 Expenditure	380 (1.4%)
4	Ground Maintenance	8,399 (31.3%)
5	Other Payments	1,601 (6%)
6	VAT on Payments	2,058

Narrative to Expenditure figures

1	<p>Administration includes audit fees £620, Insurance £1,480 – this covers the Parish Councils risk and public liability, The Old School and Churchfields Open Space – play area, dog walk and Willow Garth.</p> <p>Room Hire £170 paid for Parish Council Meetings held in the Old School.</p> <p>Our subscription to SCCC £147 (Clerks Society), £747 to YLCA for our annual membership, Information Commissioner £35 to cover our DATA Protection and £940 to our Solicitors for legal work on the WSPFA revised lease.</p> <p>Salaries, PAYE & NI amount to £7,239. The NI (£366) element is a payment made by Wigginton Parish Council.</p> <p>Stationery and Postage amounted to £139, telephone and internet provision £350 and Web Site £891 of which £399 was for the development of the new site.</p> <p>Training guides produced by NRCC was £90.</p>
2	<p>A grant of £3,594 was made to the Old School to add to a Ward Committee Grant received by the Old School for the car park re-surfacing and white lining.</p>
3	<p>A payment of £380 was made from S.106 reserves towards Village Garth upkeep.</p>
4	<p>Ground maintenance includes £4760 for grass cutting, £1072 for hedge cutting, £1,800 for tree works and survey, £639 for snicket cleaning and spring planting out. An additional sum of £128 was incurred for the installation of a Lifebuoy at the pond.</p>
5	<p>Other payments totalled £1,602 which includes £47 from Road Map donated to Churchfield Open Space</p>

	Committee to aid fund raising, Citizens Advice York £1,088, PAT Testing £14, Signs for WSPFA £221, Lifebuoy £182 and £50 for repositioning of planters at WSPFA access.
6	VAT on payments amounted to £2,058. This has been reclaimed although only quarter 1 has been received £607 additionally quarter 4 2017-18 has also been received £878. Quarter 2 is being process by HMRC although only submitted 08/10.

2018-19 RECONCILIATION TO 30.09.18	
Brought forward from 2017-18	63,157.94
Total Precepts	59,552.66
Total Expenditure	<u>-28,882.24</u>
	93,828.36
Less Reserves	<u>-22,065.55</u>
	<u>£71,762.81</u>
Funds held in:	
HSBC	5,952.49
HSBC – Current Account	43,561.97
Skipton Building Society	<u>44,313.90</u>
	<u>93,828.36</u>

Anticipated receipts and expenditure for the period October '18 to March '19 are as follows:

RECEIPTS	
4480	Double Taxation (amount as in previous years)
500	Clerk's Time charged to the Old School
300	Bank and Building Society Interest
109	Rents. (WSPFA £24, COS £12, OS £1, Northern Power £12)
5,380	
<u>2,000</u>	VAT Reimbursements
<u>£7,380</u>	

EXPENDITURE	
ADMINISTRATION	
320	Audit Fees
170	Room Hire
1,000	Legal Fees
5,497	Salary
1,740	HMRC PAYE/NI
150	Stationery (includes replacement data storage device).
35	Postage
350	Telephone/Internet
<u>20</u>	Ground Rent – Westfield Grove, Windsor Drive
<u>£9,282</u>	
GRANTS/DONATIONS	
7,000	Local Organisations
<u>100</u>	Shepherd Youth Brass Band
<u>£7,100</u>	
GROUND MAINTENANCE	
2,000	Grass Cutting
1,000	Hedge Cutting
450	Flowers/Christmas Trees
<u>600</u>	Trees
<u>£4,050</u>	

OTHERS				
3,600	CAY (3 quarterly payments)			
50	British Legion (wreaths)			
200	Office Painting			
400	Christmas Carol Event			
14,000	Pond			
<u>16,000</u>	Allotments			
<u>£34,250</u>				
<u>£54,682</u>	Grand Total			
Budget Forecast for 2018/19 were:				
Income	£60,087	Against	£61,000	anticipated
Expenditure	£60,087	Against	£81,506	anticipated

The significant expenditure overspend is due to pond and allotment projects not having been included or considered in the 2018/19 budget proposals.