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**MINUTES of the LPC Finance Committee Meeting held on 18 October 2021 at 7.15PM, St Peter’s Parish Office**

*Attending: Thomas Briggs (Chair), John Thompson, Mark Wilson, Ann Osborn, Sophie Martin (Clerk)*

1. Apologies for absence

Bernie de Haldevang, Laila turner

1. Declarations of Interest

None

1. Budget review 2021/22 and reserves status

* Estimated carry forward balances, including allocation for 50% reserve and £10,000 playground decommissioning is approx. £41K assuming all known project expenditure is accounted for and paid and precept and CIL received.
* ***Total all accounts: £41,907*** *[post meeting amendment: £9600 had not been cashed – reserves forecast to carry forward therefore to be more in the region of £32300 – SM November 2021]*
* ***General A/C: £21,639*** *[£11,000 – see above];* ***CIL: £14709; Chart £5,557.***
* Overall, we have done well in terms of spending. Some potential projects have not been actioned, but we are happy with what the status shows in terms of outstanding balances but needs to be set out to highlight the outstanding monies to be paid this year against current balances.
* SM to adjust and separate the projected end of FY carry forward balances and outstanding expenditure. (See annex)

1. Budget overview 2022/23 discussion

* Presentation of initial draft budget to start based on above carry over balances. To note, if Bluehouse VAS and Community Orchard projects are not funded in 2021-22, these carry forward balances should have £1500 and £1000 added.
* All agreed need to make it as simple as possible removing notion of unapproved projects as creates confusion.
* Agreed to keep maintenance budget – “LPC Assets Maintenance” separate to general running costs.
* Need for decision regarding carry over funding allocation for second VAS Bluehouse Lane & Community Orchard water works. Will these projects happen? Decision to talk to the relevant community project organisers to let them know these will not carry over into another financial year (already have from 2020/21 to 2021/2). If and when there is a need, they can apply again.
* All agreed to put in Carpark reserve as key item removed from available project balances. £10K.
* Only discussed project items included: Footpaths £7200 and Village enhancement fund (CAAMP related expenditure) £10,000 which needs to be researched further and presented in terms of likely expenditure for Y1.
* Any other projects will be presented on case-by-case basis.
* All happy with draft with a few tweaks as discussed (see annex).

1. AOB
   1. Too much time spent on finance at each meeting. We should not be discussing financial items in detail if they have already been circulated, seen and signed off by finance committee members. TB to mention this at next PC meeting.
   2. SM to submit VAT claim.
   3. Precept – at this point we do not see justification for increase.

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Thomas Briggs (Chair)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Limpsfield Parish Council Reserves / Budget Overview – as of end October 2021 for projected carry forward balances** | | | | | |
| **Account Balances at: 31/10/2021** | **ALL** | **GEN EXPS** | **CIL** | **LNP** | **CHART** |
|  | **£** |  |  |  |  |
| **CIL** | **26,207.43** | **52,418.37** | **26,207.43** | **0.00** | **15,866.35** |
| **LNP** | **0.00** |  |  |  |  |
| **Chart/Playground** | **15,866.35** |  |  |  |  |
| **General** | **52,418.37** |  |  |  |  |
|  |  |  |  |  |  |
| **TOTAL** | **94,492.15** | **52,418.37** | **26,207.43** | **0.00** | **15,866.35** |
|  |  |  |  |  |  |
| **less 50% Reserve** | **16,657.50** | **16,657.50** |  |  |  |
| **Less Playground Decommissioning Reserve** | **10,000.00** |  |  |  | **10,000.00** |
| **Balance less Reserve** | **67,834.65** | **35,760.87** | **26,207.43** | **0.00** | **5,866.35** |
|  |  |  |  |  |  |
| **Projected Income 2021-22** | **Known** | **O/S GEN EXPS** | **O/S CIL** | **O/S LNP** | **O/S CHART** |
| Precept April 2021 | 16,658.00 |  |  |  |  |
| Precept October 2021 | 16,657.00 |  |  |  |  |
| CIL Revenue - Oct 21 | 6,994.25 |  |  |  |  |
| VAT Q1/2 | 1,726.16 | 987.38 | 515.27 |  | 223.51 |
|  |  |  |  |  |  |
| **Total** | **42,035.41** | **987.38** | **515.27** | **0.00** | **223.51** |
|  |  |  |  |  |  |
| **Total Funds CURRENTLY Available FY 21-22** |  | **36,748.25** | **26,722.70** | **0.00** | **6,089.86** |
| **APPROVED EXPENDITURE 2021-2022** |  |  |  |  |  |
| **Approved General Expenditure FY 21-22** | **BUDGET £** | **O/S GEN EXPS** | **O/S CIL** | **O/S LNP** | **O/S CHART** |
| Running Costs | 19,903.80 | 8,500.82 | 0.00 | 0.00 | 0.00 |
| Section 137 / Grants | 2,000.00 | 500.00 |  |  |  |
| Discretionary Items | 1,000.00 | 1,000.00 |  |  |  |
| **Total Running Costs** | **22,903.80** | **10,000.82** | **0.00** | **0.00** | **0.00** |
|  |  |  |  |  |  |
| **Approved Commitments carried over from FY 2020- 2021** | **BUDGET £** | **O/S GEN EXPS** | **O/S CIL** | **O/S LNP** | **O/S CHART** |
| Community Orchard section 137 | 1,000.00 | 1,000.00 |  |  |  |
| Archiving Parish Records | 1,650.00 | 1,490.00 |  |  |  |
| Balance of CAAMP | 9,600.00 | 0.00 |  |  |  |
| Balance of CAAMP Comms project | 500.00 | 468.00 |  |  |  |
| Bus Shelter Refurbishments | 5,759.00 | 0.00 |  |  |  |
| Second Bluehouse Lane VAS | 1,500.00 |  | 1,500.00 |  |  |
| **Total FY 2021 outstanding approved commitments** | **20,009.00** | **2,958.00** | **1,500.00** | **0.00** | **0.00** |
|  |  |  |  |  |  |
| **FY 2021-2022 Approved Projects** | **BUDGET £** | **O/S GEN EXPS** | **O/S CIL** | **O/S LNP** | **O/S CHART** |
| Footpaths Phase Two | 5,540.00 |  | 2,413.06 | 0.00 |  |
| Parish Council Office Roof/Window Repair | 1,662.00 |  |  |  |  |
| Chart Orchard project | 2,000.00 |  |  |  | 531.92 |
| Bridleway refurb Hookwood/Grub | 8,100.00 |  | 8,100.00 |  |  |
| LW / CR maintenance pro rata for rest of 2021- 2022 | 800.00 | 800.00 |  |  |  |
| Xmas 2021 trees / lights etc. | 250.00 | 250.00 |  |  |  |
| Grit bins and gritter machine etc. | 1,100.00 | 1,100.00 |  |  |  |
|  |  |  |  |  |  |
| **Total FY 22 Approved Projects** | **19,452.00** | **2,150.00** | **10,513.06** | **0.00** | **531.92** |
| ***Total Approved Spending for FY 21-22. 62,364.80*** | | | | | |
|  |  |  |  |  |  |
| **Approved spending remaining FY21-22** | **Total All A/Cs** | **GEN EXPS** | **CIL** | **LNP** | **CHART** |
| **27,653.80** | **15,108.82** | **12,013.06** | **0.00** | **531.92** |
| **Projected balance of funds to carry forward to FY22/23** | **Total All A/Cs** | **GEN EXPS** | **CIL** | **LNP** | **CHART** |
| **41,907.01** | **21,639.43** | **14,709.64** | **0.00** | **5,557.94** |

**LIMPSFIELD PARISH COUNCIL - DRAFT BUDGET 2022/23**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DRAFT LPC Budget 2022/2023** |  |  |  |  |
|  |  |  |  |  |
| **Available Funds** | **£** | **GEN** | **CIL** | **CHART** |
| Carry-over of all unallocated funds from FY21/22 includes all accounts less 16658 Reserve & Chart reserve | £41,907.01 | £21,639.43 | £14,709.64 | £5,557.94 |
| Precept 2022-2023 | £33,315.00 | £33,315.00 |  |  |
| Anticipated VAT return 2022-2033 (estimated) | £2,000.00 | £2,000.00 |  |  |
| Other Contributions if known | £0.00 |  |  |  |
| Anticipated CIL income 2022-2033 | £0.00 |  |  |  |
| Reserve for Village parking | £10,000.00 | £10,000.00 |  |  |
| **Anticipated Balance of (known) Funds Available FY 21-22** | **£67,222.01** | **£46,954.43** | **£14,709.64** | **£5,557.94** |
|  |  |  |  |  |
|  |  |  |  |  |
| ***RUNNING (ADMIN) COSTS - General Exp account*** | **£** | **GEN** | **CIL** | **CHART** |
| AGM costs (refreshments & photocopies etc) | £300.00 | £300.00 |  |  |
| Auditing - internal and external | £650.00 | £650.00 |  |  |
| Clerical supplies (ink, plastic folders, storage folders etc) | £250.00 | £250.00 |  |  |
| Communications: Publicity/Printing | £1,200.00 | £1,200.00 |  |  |
| GDPR Compliance & ICO fee | £250.00 | £250.00 |  |  |
| Insurance | £1,100.00 | £1,100.00 |  |  |
|  |  |  |  |  |
| PO Box | £280.00 | £280.00 |  |  |
| Room Hire - annual contribution to St Peters for Millennium Room /Parish Office | £500.00 | £500.00 |  |  |
| Staff Costs & Related Tax and NIC plus Clerk Training | £12,680.00 | £12,680.00 |  |  |
| Subscriptions & affiliations (SSALC/NALC & Surrey subs) | £1,361.00 | £1,361.00 |  |  |
| Utilities - EDF electricity | £300.00 | £300.00 |  |  |
| Website Hosting, Domain & DropBox annual fee | £300.00 | £300.00 |  |  |
|  |  |  |  |  |
| **Total Running Costs** | **£19,171.00** | **£19,171.00** | **£0.00** | **£0.00** |
| **Running Cost Contingency** | **£958.55** | **£958.55** | **£0.00** | **£0.00** |
| **TOTAL** | **£20,129.55** | **£20,129.55** | **£0.00** | **£0.00** |
|  |  |  |  |  |
| **LPC Asset Maintenance Fund** - includes village and chart orchard mowing, keys, plants for troughs, general maintenance and repairs of noticeboards, benches, phone box etc | £3,000.00 | £3,000.00 |  |  |
| **S137** - Regular or one-off local grants | £1,500.00 | £1,500.00 |  |  |
| **Other Grants -** Councillor discretionary expenditure / miscellaneous expenses, community events | £1,500.00 | £1,500.00 |  |  |
| Maintenance of Limpsfield Way & Cycle Route. | £2,400.00 | £2,400.00 |  |  |
| **Subtotal** | **£8,400.00** | **£8,400.00** | **£0.00** | **£0.00** |
| **Total allocated expenditure** | **£28,529.55** | **£28,529.55** | **£0.00** | **£0.00** |
|  |  |  |  |  |
| **Suggested spending / projects for 2022-23** |  |  |  |  |
| CAAMP related expenditure YEAR 1 (lamp post, bins, pavement, planters at traffic lights etc) "Village Enhancement Fund" | £10,000.00 | £10,000.00 |  |  |
| Footpath upgrades 2022-2023 (CIL) | £7,200.00 |  | £7,200.00 |  |
|  |  |  |  |  |
|  | **£17,200.00** | **£10,000.00** | **£7,200.00** | **£0.00** |
| Total projected spending | **£45,729.55** | **£38,529.55** | **£7,200.00** | **£0.00** |
|  |  |  |  |  |
| ***Surplus/projected carry forward*** | ***£21,492.46*** | ***£8,424.88*** | ***£7,509.64*** | ***£5,557.94*** |