

**Minutes of a Meeting of Doddinghurst Parish Council Finance and Resources Committee held on
Wednesday 17th May 2023 at 7.30pm in Parish Room (adjacent to the Parish Room),
Church Lane, Doddinghurst CM15 0NJ**

Present: Cllrs. D Dicker (Chairman), J Le Page and A Smith.

Also Present: C Fuller – Clerk/RFO and A. Davies - Deputy Clerk

1. **Apologies for absence:** Cllr. M Capon
2. **Declaration of Interests:** None
3. **Minutes of Meeting held on 16th November 2022** 🗳 Resolved to approve.
4. **Public Representation:** None
5. **Actual v Budgeted Income & Expenditure Outcome for 2022/23:**
Noted – see attached
6. **Annual Governance & Accountability Return (AGAR) Regime 2022/23**
 - a) The Clerk outlined the process for the AGAR.
 - b) Members considered Section 1 Annual Governance Statement 2022/23 and agreed to recommend to Full Council in June that boxes 1-8 are ticked 'yes'.
7. **Internal Audit Report**

The Clerk reported that the Internal Auditor had carried out the audit on 15th May and the report would be presented at the June Council meeting. No issues were identified.
8. **Reviews:**
 - a) Asset Register – approved. Total £564,316.17
 - b) General & Earmarked Reserves. The Clerk reported that it is recommended that councils hold between 3-9 months expenditure in General Reserves. 6 months expenditure, based on the 2023/24 budget is £47,627. As at 31st March 2023 funds held total £149,409.73. It was agreed that £50,000 would be earmarked for future burial ground maintenance, £50,000 would be earmarked for future play area maintenance, and the balance £49,409 held in General Reserves.
9. **Investments:**

Members considered the information provided by the CCLA regarding short-term investments. It was agreed to remove funds from the Barclays Business Premium Account to spread risk and improve interest rate (Barclays Business Premium Account rate at May 2023 is 0.9%) 🗳 Resolved to invest £25,000 (minimum investment) into The Public Sector Deposit Fund with a return currently of 4.2357%. Instant access is afforded. Interest is paid at the end of each month. Minimum subsequent investment is £5,000.
10. **Scribe Allotment Quote**

🗳 Resolved to purchase the Scribe Allotment package to improve the administration and management of the allotments. One-off set up cost £249.00 plus VAT, plus £420.00 per annum plus VAT.

11. Coronation Plaque

☞ To refer the decision on whether to purchase a Coronation Plaque to the June Council meeting.

12. Risk Assessments

It was noted that the Risk Assessments for 2022 had been completed, except for footpaths. Risk Assessment Schedules for 2023 and task assignments to be agreed by the full Council.

13. Any Other Urgent Business: None.

The meeting was closed at 8.25 pm

Signed: Deborah Dicker (Chairman)

Dated: 15th November 2023

Appendix 1

	Actuals	Actuals	Actuals	Actuals	Budget	Actuals	Variance	Budget	Comment
£p	to March 2019	to March 2020	to March 2021	to March 2022	Year to March 2023	Year to March 2023		Year to March 2024	
Income									
Burial Ground	13975.00	13430.00	19252.00	15902.00	10000.00	13070.00	3070.00	10000.00	
Interest & Dividends	195.66	296.63	153.55	40.85	50.00	329.19	279.19	150.00	
Books	29.90	38.00	15.00	12.00	24.00	40.00	16.00	24.00	
Rent	2120.00	1695.00	510.00	1395.00	1200.00	2085.00	885.00	1200.00	
Misc Income	489.60	1165.74	0.00	200.00	0.00	520.00	520.00	0.00	
Precept	69820.00	71914.00	75175.00	113921.00	76000.00	37907.00	-38093.00	77400.00	BBC Payment Dates*
Miscellaneous Grants	20000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Bus	1018.00	993.00	0.00	104.00	300.00	918.40	618.40	800.00	
Income from functions	0.00	0.00	0.00	0.00	0.00	60.00	60.00	0.00	
Allotment Income	2382.51	2755.02	3147.52	2250.00	2400.00	1551.03	-848.97	2400.00	
Total Income	110030.67	92287.39	98253.07	133824.85	89974.00	56480.62	-33493.38	91974.00	
Direct Expenses									
Allotments	1771.57	859.10	1112.31	1451.88	1100.00	2175.21	-1075.21	2400.00	
Capital Works *	0.00	0.00	3783.33	7566.67	60000.00	29715.95	30284.05	5000.00	Gents toilet
Cemetery	3222.50	4202.50	4009.00	4624.50	5500.00	3764.80	1735.20	10500.00	Landings
Fields + Play Areas	27306.99	4159.16	5708.14	9873.11	9000.00	6102.00	2898.00	11000.00	Cross-trainer
Peartree Pond	0.00	0.00	540.00	0.00	500.00	0.00	500.00	500.00	
Bus	1229.53	1134.54	11.99	100.26	300.00	733.20	-433.20	500.00	
Lighting/ Footpaths	0.00	0.00	0.00	0.00	2000.00	4392.00	-2392.00	2000.00	
Entertainment	316.82	921.37	0.00	1563.26	5000.00	5498.79	-498.79	5000.00	Coronation
Village Organisations	0.00	0.00	0.00	0.00	0.00	200.00	-200.00	0.00	
Parish Rooms	849.55	4784.95	257.00	1225.75	600.00	1480.63	-880.63	1000.00	
Shelters & Seats	90.00	310.50	0.00	0.00	200.00	45.00	155.00	220.00	
Litter Clearance	792.44	584.48	588.60	826.50	1000.00	1087.19	-87.19	1100.00	
Miscellaneous	38674.00	1345.01	1521.20	100.89	500.00	183.17	316.83	500.00	Chairmans Allowance
War Memorials	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Direct Expenses	74253.40	18301.61	17531.57	27332.82	85700.00	55377.94	30322.06	39720.00	
Gross Surplus	35777.27	73985.78	80721.50	106492.03	4274.00	1102.68		52254.00	
Indirect Expenses									
Computers	242.58	396.08	733.74	2157.75	500.00	1384.52	-884.52	1000.00	
Legal Costs - Land	1229.29	0.00	0.00	0.00	0.00	0.00	0.00	1500.00	Land Registry
Insurance	1076.25	1060.36	1077.33	1089.18	1200.00	1205.94	-5.94	1400.00	
Donations	1000.00	0.00	0.00	0.00	500.00	1050.44	-550.44	2000.00	V Hall electricity
Audit Costs	600.00	700.00	600.00	600.00	650.00	780.00	-130.00	770.00	
Office Expenses	1948.44	1890.00	1483.16	1504.36	1300.00	2028.74	-728.74	2500.00	
Fees/Elections	843.69	1323.76	179.00	974.43	1000.00	919.55	80.45	1200.00	
Publicity	200.00	200.00	0.00	0.00	600.00	1042.00	-442.00	1500.00	
Public Works & LB	7564.14	7564.14	7564.14	7564.14	7564.00	7564.14	-0.14	7564.00	
Salaries/Wages	34938.73	29500.33	34041.74	42783.64	38000.00	41709.06	-3709.06	35000.00	
Training	790.00	403.50	0.00	265.00	400.00	342.00	58.00	1000.00	
Transport	171.30	3.60	0.00	0.00	100.00	0.00	100.00	100.00	
Total Indirect Expenses	50604.42	43041.77	45679.11	58938.50	51814.00	58028.39	-6212.39	55534.00	
Total expenses	124857.82	61343.38	63210.68	84271.32	137514.00	113404.33		95254.00	
O/A Balance	-14827.15	30944.01	35042.39	49553.53	-47540.00	-56923.71	-9383.71	-3280.00	

	18/19 Year End	19/20 Year End	20/21 Year End	21/22 Year end	22/23 Year End		
	-£14,827.15	£30,944.01	£35,042.39	£49,553.53	-£56,923.71	Actual Tax Base	1221.00
1 Apr Bank Balances	£95,936.51	£83,733.65	£114,891.20	£149,286.75	£199,474.01	for 23/24	
VAT reclaimed **	£2,624.29	£213.54	-£646.84	£633.73	£6,859.43		
cash	£83,733.65	£114,891.20	£149,286.75	£199,474.01	£149,409.73		