

Finance Group Report

Present: Cllr Little (Chair of Finance Group)
 Cllr Wood
 Cllr Wakefield
 Nicky Breen (Clerk/RFO)

The Finance Group met remotely via Zoom at 5pm on 14th January to consider the following:

- Accounts update
- Agree on the 2021/2022 precept figure
- Discuss online banking options
- Contractor for phases 2 & 3 of Ham Green ash felling project
- Shop – website options
- Parish Online
- Grants
- ESET internet security license

Accounts Update for January 2021

The difficulty in obtaining bank statements remains with the latest statement being one supplied when the chair went into the branch on 15 December.

The budget 21/22 was discussed and is detailed in Column J of the Budget Act & Est sheet if the financial workbook. The accounts all reconcile and there were no anomalies to highlight on this occasion.

Summary

January 2021 Income and Expenditure Summary						
	19/20A Actual			20/21E Budget		20/21 YTD
INCOME	Income	% total		Income	% total	
Precept & Grants	£ 18,294	85%		£ 19,209	95%	£ 19,235
Rental Income - Well House	£ 1,000	5%		£ 1,000	5%	£ 1,000
Other Income - Parish Council	£ 1,418	7%		£ -	0%	£ 827
Other Income - Parish Council held funds (Ham Green, Defib)	£ 837	4%		£ -	0%	£ -
TOTAL INCOME	£ 21,549	100%		£ 20,209	100%	£ 21,063
EXPENDITURE	Expend	% total		Expend	% total	Expend
Upkeep Parish Grounds/Property	£ 6,727	39%		£ 4,361	22%	£ 1,853
Staff Costs	£ 7,102	41%		£ 7,243	36%	£ 5,924
Administration	£ 1,961	11%		£ 3,486	17%	£ 1,386
Training & Subscriptions	£ 615	4%		£ 1,049	5%	£ 649
Other Expenditure - Parish Council	£ 300	2%		£ 3,936	19%	£ 150
Other Expenditure - Parish Council held funds (Ham Green, Defib)	£ 680	4%		£ 122	1%	£ 631
Misc	£ 50	0%		£ -	0%	£ -
TOTAL EXPENDITURE	£ 17,435	100%		£ 20,196	100%	£ 10,593
INCOME MINUS EXPENDITURE	£ 4,114			£ 12		£ 10,469

Payments to Approve

<u>Date</u>	<u>Ref</u>	<u>Payee</u>	<u>Description</u>	<u>Type</u>	<u>Amount</u>
01/12/2020	PV42	WCC	Playground rent	Playground Maintenance/Rent	£85.00
01/12/2020	PV43	Wel Medical	Defibrillator Battery	General Admin	£182.40
01/12/2020	PV44	HCC	HantsPrint - November newsletter	General Admin	£6.52
01/12/2020	PV45	HMRC	PAYE (November)	Clerk's Salary	£116.60
01/12/2020	PV46	N Breen	Salary (November)	Clerk's Salary	£479.60
01/12/2020	PV47	P.Yeates	Footpath Maintenance	Footpath Maintenance	£1,440.00
09/01/2021	PV48	N Breen	Salary (December)	Clerk's Salary	£479.40
09/01/2021	PV49	HMRC	PAYE (December)	Clerk's Salary	£116.80
					£2,906.32

Recommendation: Council to approve the Payments and note the Summary.

Precept 2021/2022

Having reviewed the budget sheet for 2021/2022 the finance committee agreed that the precept should remain unchanged at £18294 for 2021/2022.

Recommendation: Council to approve the budget as set out in the financial workbook (Column J Budget Act & Est) and agree to no increase in the precept for 2021/2022.

Banking

Nat West: The Clerk has yet to receive statements despite Cllr Wood having been into the Winchester branch in December.

Online Banking: New accounts can be opened with Unity Trust Bank. The Unity Current Business Online Account is £6 per month. Given the difficulties that have been experienced with Nat West it was agreed that clerk/finance committee should open the account rather than make use of the account transfer facility that is available. The signatories on the account should be the members of the finance committee with the clerk as an administrator.

Recommendation: Council to agree to opening an online account with Unity Trust Bank with the finance committee members as signatories.

Ham Green Ash Felling

Phases 2 & 3 of the ash felling – Subject to John Cooper and Terry Dunn being happy with the work carried out in phase 1 by Peter Yeates, the finance group recommend that Peter Yeates continues with the work needed for phases 2 & 3.

Recommendation: Council to approve that the remaining work is carried out by Peter Yeates.

Action: Clerk to check that Cllr Cooper and Terry Dunn are happy to continue using Peter Yeates and to ask for a specification for the next bit of work.

Shop Website

The shop website is not actively used and is out of date. Currently the shop conveys information through the Sparsholt Community Newsletter. The shop would benefit financially if it stopped paying for its own website and instead posted on the information pages of the Sparsholt Parish Council website.

Recommendation: Council to agree proposal and note ongoing discussion with the shop.

Parish Online

Sue Wood, John Little and the Clerk had previously attended a remote presentation by Parish Online, a company providing digital maps for parish councils and John had subscribed to the 30 day free trial. The consensus was that this holds limited value to a parish of our size, and there was a question as to who would administer the large volume of work that would be involved, particularly in the initial stages when there would be a lot of data to input.

Recommendation: Further discussions to establish the merits of Parish Online for Sparsholt Parish Council

Grants

Kirton Farm: Kirton Farm have agreed that the tree replanting programme in Ham Green is a suitable project to receive their funding. A tree replanting plan and quote for the planting will need to be obtained.

Recommendation: Council to approve obtaining a replanting plan.

Action: Clerk to initially contact Terry Dunn to see if the organization that carried out the tree survey can provide a tree replanting plan and a quote for the replanting.

WCC Small Grant: *Grants of up to £500 are available for one-off pieces of expenditure if on projects, equipment and other items which will help your organisation to do more, to reach more people, to provide better services or to try something different.*

The finance committee proposed that the grant could be put towards the cost of a replacement toddler swing for the playground. Once quotes are obtained the application can be submitted and the work must be started by the end of March.

Recommendation: Council to approve the grant application.

Action: Sue Wakefield to obtain quotes and Clerk to then complete the application process.

Rural Communities Fund: Confirmation that the £524 awarded has been transferred to the Sparsholt Parish bank account has yet to be seen by way of a bank statement.

Action: Clerk to place map board order on when receipt of funds confirmed.

ESET Internet Security

The internet security license expires in February. The cost of renewal is £28 for one year, £50 for two years, £68 for three years. It was decided to renew for one year and look for alternative quotes prior to renewal next year.

Recommendation: Council to approve renewal of license for one year.

Action: Clerk to renew on approval by Council. John Little to source alternative quotes.