

15th September 2022

Minutes of the Finance Meeting held on **Wednesday 31st August 2022 at 10.30am** at
Stantonbury Parish Office, 126 Kingsfold, Bradville, Milton Keynes, MK13 7DX
For the purpose of transacting the business as set out below:

Committee Members:	
Cllr Carol Northwood	Cllr Ann Ronaldson - Chair
Cllr Peter Kirkham	Cllr Linda Morgan

MINUTES

	Welcome and Introduction to Finance Committee meeting.	Actions
15/22	Present: Committee Attendees: Cllr Linda Morgan (LM) Cllr Carol Northwood (CN) Cllr Ann Ronaldson (AR)-Chair Non-committee Attendees: Mrs Sarah Espey (RFO) Mrs Kerry Fane-Minute-Taker-(KF) Cllr Sandra Kennedy-(SK) Cllr Paul McGahan-(PM)	
16/22	Apologies for Absence: Cllr Peter Kirkham- Agreed by 3 votes for.	
17/22	Public Forum for members of the public to speak: Public participation at a meeting in accordance with standing order 3(e) shall not exceed (15) minutes unless directed by the chair of the meeting. Each a member of the public shall not speak for more than (3) minutes in accordance with standing order 3(g). None.	
18/22	Declarations of Interest: None.	
19/22	Minutes: To approve and sign the Minutes of the Finance Committee meeting held on Wednesday 29th June 2022. Agreed by 3 votes for, with the following spelling changes 'weather' to 'whether' and 'sperate' to 'separate'.	
20/22	Risk Management: None.	

21/22	Budget: Committee to review the actual spend against budget to date. RFO advised the committee this has recently been reviewed, and recommend deferring to the next committee meeting. Agreed to defer by 3 votes for.	DM
22/22	Internal Auditor: Update on appointment of a new Internal Auditor. RFO updated the committee about a forum, where there is a list of auditors with the proper credentials for Parish Council audits and requested to re-visit this item at the next meeting once she has contacted potential auditors. Agreed to revisit. https://internalauditforum.org.uk/information	DM
23/22	Bank Signatures: RFO to update committee if Mrs Moore has now been added as a bank signatory. RFO confirmed Mrs Moore had been added as a signatory. She also clarified the item title should be bank mandate. Noted by committee.	
24/22	Internal Scrutineer: Update from Councillor Northwood. CN advised still in progress and yet to do 'spot-check'. RFO agreed could happen at any point. Noted by committee.	CN/RFO
25/22	Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide: Committee to review and recommend to Full Council to adopt Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide. RFO advised committee of the specific changes made, which ones applied to SPC, and which were already done. Noted and agreed by 3 votes for.	RFO
26/22	Grants: To review grant allocation for the quarter RFO updated committee £6,000 budget allocated and to date 2 grants have been awarded (Roman Park Residents Club £1000 and Heron Lodge £250) totalling £1250 this leaves £4750 available. She recommended the council promote the grant application process, as after September the grants can be opened to outside the parish. Noted.	JH/DM
27/22	External Auditor Committee to agree to continue using the Smaller Authorities Audit Appointments (SAAA) central external auditor appointment arrangements. RFO updated council on the implications to consider, and suggested	DM

	to stay with SAAA. Agreed by 3 votes for, to recommend to full council to stay and continue using SAAA.	
28/22	<p>Ranger Vehicle Expenses Committee to review expenditure for Rangers Vehicle Expenses and make recommendation to approve an overspend of £2500 for the year to come from the Vehicle Reserves of £25,000. RFO advised no policy in place on how to respectfully maintain our vehicles and recommended one be considered. LM to ask PK to double-check all vehicle checks are being done. DO to put a check list together.</p> <p>RFO advised will have to take £2,500 from reserves to pay for the vehicle expenses. RFO reminded committee she had been asked to monitor fuel usage and advised it was within accepted limits. She added she would continue to monitor. Noted.</p> <p>Agreed by 3 votes for to take £2,500 from reserves.</p>	DM/LM/PK/DO
29/22 a)	<p>Vote to agree to hold a confidential Part 2 of the meeting at which press, and public will be excluded under the Public Bodies (Administration to Meetings) Act 1960 section (2). Agreed by 3 votes for.</p>	
b)	<p>Vote to allow a staff member/s to remain in the confidential Part 2 of the meeting. Agreed by 3 votes for to allow RFO and KF to remain for confidential item 30/22.</p>	
30/22	<p>Confidential Minutes: To approve and sign the private and confidential minutes for the meeting held on Wednesday 29th June 2022. Agreed by 3 votes for.</p>	

Meeting closed at 11.04am

4310 Community Projects Grants & Donations Transactions

Stantonbury Parish Council

For the period 1 April 2022 to 31 March 2023

DATE	DESCRIPTION	DEBIT (GBP)	CREDIT (GBP)
4310 Community Projects Grants & Donations			
5 May 2022	Roman Park Management Limited - Grant awarded	1,000.00	-
19 May 2022	Heron Lodge Social Club - Grant awarded for Jubilee celebrations	250.00	-
20 Oct 2022	YMCA	1,000.00	-
Total 4310 Community Projects Grants & Donations		2,250.00	-
Total		2,250.00	-

This report uses the most up-to-date exchange rate data available from XE.com to convert foreign currency to base currency, unless you've entered your own rate.

Budget Variance
Stantonbury Parish Council
For the period ended 18 November 2022

Income	YTD Actual	YTD Budget	Var GBP	Var %
Council Tax Grant Income	£ 9,700.00	£ 9,700.00	£ -	0%
Precept	£ 442,008.53	£ 442,008.00	£ 0.53	0%
Total Income	£ 451,708.53	£ 451,708.00	£ 0.53	0%

Plus Other Income	YTD Actual	YTD Budget	Var GBP	Var %
Allotment Revenue	£ 3,236.02	£ 2,700.00	£ 536.02	20%
Income - Section 106	£ 7,710.00	£ -	£ 7,710.00	
Income CH Community Cafe	£ -	£ 10,008.00	-£ 10,008.00	-100%
Income CH One-off Events	£ 2,515.00	£ 6,276.00	-£ 3,761.00	-60%
Income CH Regular Hall Bookings	£ -	£ 12,000.00	-£ 12,000.00	-100%
Income Community Projects	£ 2,325.00	£ 2,244.00	£ 81.00	4%
Interest Income	£ 2,464.17	£ 204.00	£ 2,260.17	1108%
Other Income	£ 7,842.40	£ 744.00	£ 7,098.40	954%
Total Other Income	£ 26,092.59	£ 34,176.00	-£ 8,083.41	-24%

Less Expenses	YTD Actual	YTD Budget	Var GBP	Var %
4120 Allotment Maintenance	£ 266.65	£ 1,020.00	-£ 753.35	-74%
4130 Allotment Utilities	£ 720.40	£ 540.00	£ 180.40	33%
4220 Playground Maintenance	£ -	£ 1,020.00	-£ 1,020.00	-100%
4225 Match Funding Projects	£ -	£ 10,020.00	-£ 10,020.00	-100%
4230 Parish Equipment	£ 8,853.46	£ 1,500.00	£ 7,353.46	490%
4235 Parish Fixtures	£ 128.17	£ 2,520.00	-£ 2,391.83	-95%
4240 Dog Waste Bin Emptying	£ 6,650.40	£ 11,040.00	-£ 4,389.60	-40%
4250 Enforcement Services	£ 5,329.50	£ 9,300.00	-£ 3,970.50	-43%
4260 Motor Vehicles	£ -	£ 3,000.00	-£ 3,000.00	-100%
4270 Rangers Uniform	£ 280.00	£ 996.00	-£ 716.00	-72%
4280 Rangers Sundries	£ 926.76	£ 1,020.00	-£ 93.24	-9%
4310 Community Projects Grants & Donations	£ 2,250.00	£ 6,000.00	-£ 3,750.00	-63%
4330 Community Projects Over 65's Hospitality & Hampers	£ 127.43	£ 1,500.00	-£ 1,372.57	-92%
4335 Community Projects Coach Trips Xmas Market	£ -	£ 1,500.00	-£ 1,500.00	-100%
4337 Community Projects Coach Trips Seaside	£ 3,020.00	£ 3,000.00	£ 20.00	1%
4340 Community Projects Summer Events	£ 5,477.30	£ 9,000.00	-£ 3,522.70	-39%
4360 Community Project Events - PITP/BH Reopening	£ 637.60	£ 4,992.00	-£ 4,354.40	-87%
4361 CH Jubilee	£ 1,034.23	£ -	£ 1,034.23	
4365 Community Projects - Other	£ -	£ 4,992.00	-£ 4,992.00	-100%
4370 Community Projects - CCTV Crimewave	£ 11,970.00	£ 24,960.00	-£ 12,990.00	-52%
4371 Community Projects - Rubbish Amnesty / Skips	£ 2,909.73	£ 12,000.00	-£ 9,090.27	-76%
4380 CH Building Maintenance	£ 2,209.42	£ 15,000.00	-£ 12,790.58	-85%
4381 CH Hall/Cafe Equipment	£ 76.83	£ 5,004.00	-£ 4,927.17	-98%
4382 CH Computer Equipment	£ -	£ 1,020.00	-£ 1,020.00	-100%
4383 CH IT/Tel Maintenance Services	£ -	£ 3,144.00	-£ 3,144.00	-100%
4384 CH Printing/Stationery/Marketing	£ 60.00	£ 1,092.00	-£ 1,032.00	-95%
4385 CH Utilities	£ 1,813.96	£ 3,492.00	-£ 1,678.04	-48%
4386 CH Business Rates	£ -	£ 4,992.00	-£ 4,992.00	-100%
4387 CH Insurances	£ -	£ 3,000.00	-£ 3,000.00	-100%
4388 CH Cleaning	£ 235.77	£ 1,656.00	-£ 1,420.23	-86%
4389 CH Security/Fire Services	£ 1,250.15	£ 1,500.00	-£ 249.85	-17%
4390 Newsletter	£ 5,166.00	£ 9,000.00	-£ 3,834.00	-43%
4410 Staff Recruitment	£ -	£ 1,500.00	-£ 1,500.00	-100%
4415 HR Services	£ 693.92	£ 1,200.00	-£ 506.08	-42%
4420 Salaries	£ 123,189.12	£ 219,996.00	-£ 96,806.88	-44%
4421 National Insurance Employers	£ 6,938.45	£ 14,004.00	-£ 7,065.55	-50%
4431 Pensions Costs	£ 30,253.50	£ 57,000.00	-£ 26,746.50	-47%
4445 Councillor Allowances	£ 5,570.00	£ 11,004.00	-£ 5,434.00	-49%
4446 Councillor Travel & Subsistence	£ 917.94	£ 1,248.00	-£ 330.06	-26%

4450 Staff Travel & Subsistence	£ 47.36	£ 744.00	-£ 696.64	-94%
4480 Staff Training	£ 310.00	£ 3,600.00	-£ 3,290.00	-91%
4485 Councillor Training	£ 160.00	£ 1,500.00	-£ 1,340.00	-89%
4520 IT, Telephone, PC, Printing, Website & Software Services	£ 3,456.74	£ 24,720.00	-£ 21,263.26	-86%
4525 Computer Equipment	£ 1,292.99	£ 8,040.00	-£ 6,747.01	-84%
4535 Office Equipment	£ 887.42	£ 1,800.00	-£ 912.58	-51%
4550 CAB Citizens Advice Bureau	£ 2,475.00	£ 6,000.00	-£ 3,525.00	-59%
4560 Hospitality	£ 202.59	£ 1,500.00	-£ 1,297.41	-86%
4590 General Purpose Sundries	£ 586.43	£ 1,500.00	-£ 913.57	-61%
4601 Kingsfold Refurbishment Development	£ -	£ 4,992.00	-£ 4,992.00	-100%
4610 Parish Office Cleaning Services	£ 2,369.32	£ 3,744.00	-£ 1,374.68	-37%
4620 Kingsfold Maintenance	-£ 25.34	£ 3,000.00	-£ 3,025.34	-101%
4625 Kingsfold Security and Fire Safety	£ 2,188.18	£ 2,508.00	-£ 319.82	-13%
4630 Wylie Maintenance	£ 21.67	£ 1,020.00	-£ 998.33	-98%
4635 Wylie Security and Fire Safety	£ 983.85	£ 1,020.00	-£ 36.15	-4%
4705 Bank Charges	£ 114.59	£ 480.00	-£ 365.41	-76%
4710 Parish Insurance	£ 3,062.61	£ 3,000.00	£ 62.61	2%
4720 Subscriptions and memberships	£ 2,389.52	£ 2,760.00	-£ 370.48	-13%
4730 Kingsfold Rates	£ -	£ 9,000.00	-£ 9,000.00	-100%
4735 Kingsfold Utilities	£ 1,595.60	£ 3,600.00	-£ 2,004.40	-56%
4740 Wylie Utilities	£ 1,282.99	£ 1,800.00	-£ 517.01	-29%
4745 Wylie Rates	£ -	£ 1,992.00	-£ 1,992.00	-100%
4750 Rangers Vehicle Expenses	£ 4,741.71	£ 4,500.00	£ 241.71	5%
4760 Stationery	£ 1,207.31	£ 2,400.00	-£ 1,192.69	-50%
4765 Postage	£ 306.56	£ 480.00	-£ 173.44	-36%
4770 Planning Services	£ -	£ 8,004.00	-£ 8,004.00	-100%
4790 Legal and Professional fees	£ 6,641.67	£ 10,008.00	-£ 3,366.33	-34%
4795 Audit Fees	£ 1,500.00	£ 2,400.00	-£ 900.00	-38%
4820 From Specific Reserves	£ 4,295.67	£ -	£ 4,295.67	
Total Expenses	£ 271,051.13	£ 580,884.00	-£ 309,832.87	-53%

Contribution To/From Reserves

£ 206,749.99 -£ 95,000.00 £ 301,749.99