

HARPOLE PARISH COUNCIL

Chairman – Mr D Lowrence

Clerk- Guy Ravine
Old Dairy Farm, Upper Stowe
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Minutes of the Meeting of the Finance Committee of Harpole Parish Council, at the Old School Hall, Harpole, on Monday 30th September 2019, at 8.00pm.

Present. D Starmer (Chair), D Lowrence, E Connolly, B Gibbins. G Ravine (Clerk) in attendance F Smethers.

- 240/19 TO RECEIVE APOLOGIES and approve reasons for absence.** S Roberts. Approved.
- 241/19 TO INVITE DECLARATIONS OF INTEREST.** None.
- 242/19 Approval of Minutes of last meeting. July 29th 2019.** The minutes were accepted as a true record.
- 243/19 PUBLIC PARTICIPATION:** None.
- 244/19 Financial Report.** The Clerk distributed Spreadsheets and a Bank Reconciliation, and went through the figures.
- 245/19 Office Plan** – It was reported that the consultation had yielded 93 votes in favour of the office plan, with 23 against and 2 spoiled. Additionally, 44 expressions of support had been made at the public meeting. Clerk to fill in PWLB application form.
- 246/19 Accounts Software** – Clerk reported that he would be attending training course on October 21st.
- 247/19 Banking Arrangements.** Clerk reported that the form for changing the daily amounts that could be paid had been sent to the bank. Changing signatures had been proving more difficult to achieve.
- 248/19 Correspondence. PKF Littlejohn.** Conclusion of Audit – PKF had made no comments.
- 249/19 Items for next Agenda.** Terms of Reference.
- 250/19 Next Meeting.** It was felt that an October meeting was unnecessary. EC felt that the terms of reference needed to be reviewed. Next meeting Nov 25th.

Meetings will normally take place in the Old School Hall and start at 8 pm.

FULL BANK RECONCILIATION – FINANCIAL YEAR ENDING 31 MARCH 2020

Balance per bank statements at Sept 30th 2019

	£	£
HSBC Community account as at close 30 th Sept 2019	£109,717.11	£109,717.11
Less : Unpresented cheques	£3304.00	£3304.00
Plus Cheques/cash not banked		
TOTAL at <u>Sept 30th 2019</u>		£106,413.11
<u>CASH BOOK</u>		
Opening Balance	£77,149.47	
Add: Receipts so far in the year	£3529.55	
VAT refund	0	
Grants SNC Sect 106 Money	0	
Precept	£59,500.00	
Cheque from 18/19 unpresented and added to balance	£22.63	
	£140,201.65	£140,201.65
Less: Payments in the year so far	£33,788.74	£33,788.74
	Balance	106,412.91
	plus reconciliation error	0.20
	Closing balance per cash book as at <u>Sept30th 2019</u>	£106,413.11

Income and Expenditure to date.

0

	2019/20 budget	Apr	May	Jun	Jul	Aug	Sep	Year To Date.	% budget spent
Income									
Precept			29750				59500		
Other			3529.55				3529.55		
TOTAL							63029.55		
Costs									
Infrastructure									
Allotments	3200	20	170	140	165		1115	1610	50%
Lighting	12000	88.08	2749.7	71.88	58.2	2805.75	163	5936.61	49.50%
Churchyard	4000		450	320	340	x	770	1880	47%
Grass cutting	3000	228	380	380	380	380	380	2128	71%
Footpaths, Trees and roads	3400	137.6	322.6	137.6	265	142.5	1013	2018.3	67%
Planning			367.2					367.2	
Strategy									
Staffing									
Salary	25250	1093.55	1658.6	1679.01	1679.01	1724.49	1659	9493.66	38.00%
Pension,NI ,Tax	4000	233.37	352.79	362.57	287.54	407.64	273	1916.91	48%
Finance	13180	119	869.6	165		50.5	919	2123.1	16%
Grants	8500	4250			250		0	4500	56%
Total	76530	6169.6	7320.49	3256.06	3424.75	5510.88	6292	31973.78	42%