



BROADBRIDGE HEATH PARISH COUNCIL

Minutes of the **FINANCE AND ESTABLISHMENT** meeting held on
**Monday 15th January 2024 at 7.45pm at The Parish Office, Sargent
Way, Broadbridge Heath**

Committee members Present Were:

Cllr Sam Hazell (SH) - Chair

Cllr Terry Oliver (TO)

Cllr Christine Knight (CK)

Cllr Simon Leighton (SL)

Clerk/Response Finance Officer (RFO): Lucinda Edwards

Members of the Public: None

Press: None

F001/24	PUBLIC SPEAKING								
	No members of the public were present.								
F002/24	APOLOGIES AND REASON FOR ABSENCE								
	An apology and reason for absence from Cllr Clark was APPROVED by members.								
F003/24	DECLARATIONS OF INTEREST AND NOTIFICATION OF CHANGES								
	None								
F004/24	CHAIRMAN'S ANNOUNCEMENTS – ITEMS OF SUFFICIENT URGENCY FOR INFORMATION ONLY								
	None.								
F005/24	FINANCE UPDATE								
	Members NOTED the income and expenditure report for months 1-9 (to end Quarter 3 2023/24, per Appendix 1 and 2 of the supporting document.								
F006/24	BANK RECONCILIATIONS								
	<p>As of the latest reports dated 9th January 2024, the following funds are held across the accounts as shown in Appendix 4 of the supporting document:</p> <table><tr><td>Co-op Current Account</td><td>£76,687</td></tr><tr><td>Lloyds Bank Account</td><td>£74,301</td></tr><tr><td>Nationwide Instant Saver</td><td>£16,238</td></tr><tr><td>Nationwide 1 year Saver</td><td>£54,140</td></tr></table> <p>There is an amount of £4,197 in VAT control, and it was NOTED that this represents Vat for Qtr3 and the Qtr3 and Qtr4 return will be submitted at year end. This information was NOTED by members.</p> <p>It was RESOLVED to approve the bank reconciliations for cashbooks 1 and 2.</p> <p>The bank reconciliation reports were signed by Cllr Hazell.</p>	Co-op Current Account	£76,687	Lloyds Bank Account	£74,301	Nationwide Instant Saver	£16,238	Nationwide 1 year Saver	£54,140
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F007/24	INTERIM AUDIT
	Members NOTED the Interim Audit Report and the below action points: <ol style="list-style-type: none"> 1. Financial Regulations will be reviewed and any amendments to be recommended to full council. 2. Asset Register to be updated with details of the date the asset was last physically verified. 3. Clerk to request assistance from Rialtas on nominal entry/journal in respect of a debtor from previous year.
F008/24	Members NOTED the RFO update on bank signatory changes and clarification of the mandates.
F009/24	SECTION 106 AND COMMUNITY INFRASTRUCTURE LEVY
	Members NOTED the details and report as added to the Parish Council website in respect of CIL funding receipts and expenditure. Members were informed that the HDC Section 106 team have been contacted to request clarification of some potential S106 funds but that no response has been received to date.
F010/24	BUDGETARY CONSIDERATIONS
	Members NOTED that the budget entry for bank interest was in part dependent on the acquisition of the parcels of land on the Wickhurst Green development. It was AGREED to recommend to full council to proceed with the actions relating to the transfer of funds to ensure higher interest rates on parish council accounts, as identified in Item 2 of Appendix 7 of the supporting document. (<i>Prop: TO; Sec: SL</i>).
F011/24	PRECEPT UPDATE ON PARISH COUNCIL WEBSITE
	Members reviewed the wording for the website and AGREED amendments to be published to the website.
F012/24	SINGLE LIGHTING COLUMN PROJECT
	Members NOTED the update and information in Appendix 8 of the Supporting Document. Members reviewed the updated quotation, and it was AGREED , in light of the additional installation and delivery costs, to obtain a comparative quote, and to also enquire with the supplier about how the installation and delivery costs would vary should a higher quantity of columns be procured/installed at one time.
F013/24	VILAGE CENTRE GATE REPAIR
	Members NOTED the information in Appendix 9 of the Supporting Document. It was AGREED to liaise with the contractor to determine if the vehicle access gate could be hung differently on the existing post to save costs. Members AGREED to delegate to the Clerk and Chair of Finance and Establishment Committee to agree a solution and to progress these works.
F014/24	NEXT MEETING DATE
	Members NOTED the next meeting of the Finance and Establishment Committee will be on Monday 24 th June 2024 – 19:45.

The meeting closed at 22:13.

APPENDIX 1 – F040/23 – EARMARKED RESERVES MOVEMENTS

RECOMMENDATIONS TO FULL COUNCIL ON EMR MOVEMENTS						
	Account	Opening Balance	Net Transfers	Closing Balance	PROPOSED CHANGES	MOVE TO GENERAL RESERVES
385	WA Allotments Future Maint	44,778		44,778	RETAIN FOR FUTURE MAINTENANCE	
391	EMR HR Resource	307	3,631	3,938	RETAIN - EARMARKED FOR ADDNL RESOURCE	
395	EMR Asset Repair and Rene	45,999		45,999	RETAIN - EARMARKED FOR CRICKET CLUB REMEDIALS & CHARRINGTON WAY PROJECT	
398	EMR CIL Contributions	25,800	- 4,514	21,286	RETAIN - PROJECT USE ONLY	
390	EMR Parish Office	7,851	- 2,223	5,628	MOVE £3,600 TO GENERAL RESERVES	3,600
325	EMR Village Centre Drainage	3,600		3,600	MOVE TO EMR 391	
320	EMR Retention and Recruitment	1,500		1,500	MOVE TO GENERAL RESERVES	1,500
330	EMR IT	375		375	MOVE TO GENERAL RESERVES	375
335	EMR Youth and Older People Pro	5,831	- 2,420	3,411	RETAIN 1,200 FOR TERM 3 - MOVE REMAINING 2,200 TO GENERAL RESERVES	2,200
355	EMR Street Scene	1,588		1,588	MOVE TO GENERAL RESERVES	1,588
356	TREE SPECIAL PROJECTS	10,000	- 3,000	7,000	MOVE TO GENERAL RESERVES	7,000
370	EMR Election costs	4,470		4,470	MOVE TO GENERAL RESERVES	4,470
315	EMR Covid - Not Used	-		-	REMOVE	
340	EMR Training - New Cllr and Re	-		-	REMOVE	
345	EMR Village Centre Project	-		-	REMOVE	
350	EMR Community Grant	-		-	REMOVE	
360	EMR Professional fees	-		-	REMOVE	
396	EMR VC Project PWL Not Used	-		-	REMOVE	
397	EMR S106	-		-	REMOVE	
399	EMR Community Resilience Hub	-		-	REMOVE	
		152,100	- 8,527	143,573		20,733

APPENDIX 2 – F041/23 – 2024/25 BUDGET RECOMMENDATION TO COUNCIL

	Broadbridge Heath PC Forecast	CURRENT YEAR BUDGET 23/24 (comparative)	PROPOSED BUDGET 24/25
	FORECAST OPENING GENERAL RESERVES SUM		80,892
		£	£
100	Income		
1080	Bank Interest	3,000.00	12,000
1100	Grants	0.00	-
1150	Environmental Grant	7,790.00	8,941
1200	Rent	260.00	260
1250	Insurance CC & TC	140.00	140
1300	Family Fun Fair	420.00	420
1400	s106 Payment		
100	Income	11,610.00	21,761
120	Administration		
4000	Salaries	66,211.00	92,618
4040	Pensions	12,523.00	16,538
4050	Training - staff and councillo	2,000.00	2,500
NEW	Staff Sundries		500
4055	Chairmans Allowance	400.00	400
4056	Cllr Allowances	1,500.00	1,500
4057	Professional Services	1,500.00	2,000
4100	Insurance	3,500.00	3,850
4110	Audit	1,375.00	1,375
4120	Legal Fees	2,000.00	1,500
4121	Banking service charges	74.00	74
4122	PWLB Loan Repayments (VC)	7,698.00	7,698
4130	Consumables	1,692.00	1,400
4140	Postage	20.00	20
4150	IT	1,860.00	2,000
4160	Travel	100.00	100
4185	Parish Office Facilities	1,000.00	2,500
4186	Parish Office Utilities	4,000.00	2,500
	Service Charge -WHG	759.00	759
4190	Website	450.00	300
4210	Publications and Subscriptions	2,597.00	2,500
4220	Promotion and Marketing	1,000.00	600
4230	Grants	5,000.00	4,000
4231	S137	100.00	100
4250	Youth work	9,350.00	12,600
4251	Older People Village Agent	12,600.00	0
4430	Repairs to Parish Assets		1,000
4460	Streetscene	800.00	150
4480	Refuse	198.00	300
4493	Maintenance	2,017.00	1,500
120	Administration Expenditure	142,324.00	162,882
140	Open Spaces		
4410	Street Light	100.00	100
4430	Repairs to Parish Assets	3,000.00	1,500
4440	Community Facilities	3,000.00	800
4460	Street Scene	5,286.00	2,500
4470	Dog bins	1,090.00	670
4480	Refuse	1,877.00	2,700
4490	environmental maintenance	3,000.00	3,000
4491	grass cutting	12,000.00	12,600
4492	Playground inspection reports	1,584.00	1,150
4493	Maintenance & Replacement	2,554.00	5,000
4496	Tree Survey and Maintenance	5,665.00	7,000
140	Open Spaces Expenditure	39,156.00	37,020
	Net Income	-169,870.00	-178,141
1360	Allotment Rent Weston INCOME	0.00	1,094
4498	Allotments - EXPENDITURE	2,250.00	3,300
	EMR Transfer for future maintenance		2,250
	net income over expenditure	-2,250.00	44
1430	VC Project Reimbursement	3,000.00	3,000
	GRAND TOTALS - INCOME	14,610.00	24,805
	EXPENDITURE	183,730.00	199,902
	NET INCOME OVER EXPENDITURE	-169,120.00	-175,097
1076	PRECEPT REQUIREMENT	137,928.00	175,172
	net forecast increase/decrease General Reserves	-31,192.00	75