



Broadbridge Heath Parish Council
Supporting Document for the
Finance & Establishment Committee Meeting
27th January 2025

Index

Page 2	Summarised recommendations per Agenda
Page 3	APPENDIX 3 – Item 6.2 Finance Report and EMR update
Page 5	APPENDIX 5 – Item 10 – Investment considerations
Page 6	APPENDIX 6 – Item 11 – CIL funding report
Page 6	APPENDIX 7 – Item 12.1 – Cricket Club update
Page 7	APPENDIX 8 – Item 12.2 – Parish Office facilities management report

SUMMARISED DETAILS OF RECOMMENDATIONS FOR COUNCIL CONSIDERATION.

Item 4 – Minutes of the Finance and Establishment Committee meeting held on Monday 5th August 2024

Item 4 – Minutes of the Finance and Establishment Committee meeting held on Monday 21st October 2024

Item 6.1 Income and Expenditure M1-9

Detailed Income and Expenditure for Months 1-9 - **APPENDIX 1 – shared to website**

Summary Income and Expenditure for Months 1-9 - **APPENDIX 2 – shared to website**

Item 6.2 Overview of Finances

Finance Report/Update & Earmarked reserves **APPENDIX 3**

Balance Sheet as of 21st January can be found in **APPENDIX 4 – shared to website**

Item 8 – Interim Audit report

Further to review of the Interim Audit report, some inaccuracies were noted and have been amended by the internal auditor. The updated report has been circulated to members.

Further to the recommendations in the report:

1. Authorisation levels were reviewed during review of Standing Orders and Financial Regulations
2. Fidelity insurance quotes have been obtained per item 9
3. Staff contracts will be reviewed by the Personnel Committee

Item 9 – Fidelity Insurance

On advice of the internal auditor, quotes were sought from the insurance company to increase the fidelity insurance within the Parish Council's insurance schedule. Please see below quote amounts to increase the fidelity guarantee limits to the following:

- FG Limit £500,000 – Additional premium **£159.75**
- FG Limit £750,000 – Additional premium **£255.60**

Item 10 – Investment Considerations

A report of institutions for consideration can be found in **APPENDIX 5.**

Item 11 – CIL Update

A recommendation relating to the Charrington Way project funding, and a report detailing CIL expenditure, and remaining funds can be found in **APPENDIX 6.**

Item 12.1 – Cricket Club report

A report of completed works, and proposed works can be found in **APPENDIX 7.**

Item 12.2 – Parish Office facilities management

A report for noting by the committee can be found in **APPENDIX 8.**

General Update:

- British Gas Lite – setup as agreed
- Weston Avenue commuted sum EMR transfer complete
- Electricity tariff for supply to parish office approved using delegated authority – fixed 20 months in line with gas tariff – both due for renewal October 2026.
- Insurance policy was amended to include Cyber attack cover as delegated.
- Asset Register review will be added to the next committee meeting.

1. Supporting notes to accompany Income and Expenditure review:

When budget setting, expected M1-12 expenditure was detailed for each budget line, to guide budget for 2025/26, as well as provide an indication of likely end of year general reserves.

These predicted figures have been taken into account when assessing each budget line.

To note:

- Insurance 4100** – it was assumed that there would be no further insurance cost for this financial year, when budget setting for 25/26 although there is remaining budget this F/Y of £987, for when considering the fidelity insurance quotes.
- Legal Fees 4120** – budget £1,500 unused, however cricket club lease legal payments are likely before end of year – current fee status £1,000.
- IT 4150**
Will be over budget this FY as mobile phone contracts costed to this code (£430 per year). Monthly support, plus annual license totals c. £2,000, per budget.
- Cricket Club Facilities 4184** – expenditure incurred but no budget was set previously. Recent works have been costed to this budget line, noting no budget was set for this F/Y, or for 2025/26. Consideration should be given to likely further expenditure and source of funding etc.
- Parish Office Facilities and Utilities** – across the 2 codes combined % spent is 76%, so on target for budget.
- Maintenance 4493** – Will be over budget due to expenditure on maintenance contractor and no budget line for this F/Y.
- Newsletter and Promotion** - £421 remaining in budget could be used for hard copy publication – potentially Councillor recruitment - this F/Y

2. EARMARKED RESERVES UPDATE

21/01/2025

Broadbridge Heath Parish Council

Page 1

12:47

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
385 WA Allotments Future Maint	40,278.33	-2,250.00	38,028.33
390 EMR Parish Office	2,027.89		2,027.89
391 EMR HR Resource	2,104.00	2,896.00	5,000.00
395 EMR Asset Repair and Rene	47,083.37	-5,480.00	41,603.37
398 EMR CIL Contributions	21,286.33		21,286.33
	112,779.92	-4,834.00	107,945.92

Title: APPENDIX 5 – Item 10 – Investments

Considering the commuted sums associated with the 3 parcels of land for imminent transfer, it would be appropriate to consider investment of funds.

Current 4 cashbook balances can be seen in the Balance Sheet – Appendix 4.

Current interest rates with Nationwide:

CB3 - Nationwide instant saver 1.95%

CB4 - Nationwide 95 day saver 3.95%

Below are links to some organisations, used by other parish councils, for consideration:

Unity Trust

[Fixed Term and Instant Access Business Savings Accounts](#)

CCLA

[The Public Sector Deposit Fund | CCLA](#)

- Funds are diversified – spread across many institutions
- Instant access
- Low risk – qualifying money market fund

Flagstone

Investing in mainstream banks through their online system - money is split up across different banks to ensure coverage of the FSCS, but managed through their portal.

<https://www.flagstoneim.com/business>

Having called Flagstone, it was indicated that the Parish Council would be onboarded as a charity, and this requires a minimum £1,000,000 deposit.

Clarity has been sought on this and a response is awaited.

Hampshire Trust

[Fixed Rate SME Accounts | Hampshire Trust Bank \(HTB\)](#)

Title: APPENDIX 6 – Item 11 – CIL Update

A report detailing CIL funds received and CIL projects expenditure can be viewed on our website:

[Community Infrastructure Levy \(CIL\) - Broadbridge Heath Parish Council \(broadbridgeheath-pc.gov.uk\)](https://broadbridgeheath-pc.gov.uk)

The CIL funds of £21,286 remaining are held in EMR 381.

Of this sum, £8,133 earmarked for streetlight project

The Parish Council has previously approved EMR funding of £45,000 for the Charrington Way project, including use of EMR395 Asset repair and renewal (current funds are £41,603) and the remainder from CIL funds.

Due to advice from District council that the deadline for expenditure of the CIL funds was October 2024, and the Parish Council should be demonstrating plans for the expenditure, it is recommended to utilise the CIL funds first (£13k towards the Charrington Way project), then the remaining expenditure (£32k) from EMR395.

This would be a committee recommendation to full council.

Title: APPENDIX 7 – Item 12.1 – Cricket Club works update

Following reports of pipe leak damage to the ceiling tiles in the changing room at the Cricket Club, please see the below update. Members are asked to note the current absence of an agreed lease (it is understood this is in final draft stage and awaiting a response from the Cricket Club's solicitor).

- A damaged roof tile was noted – although not the cause of the damage, this was replaced
- A builder confirmed there was evidence of vermin in the loft space, and that a plastic water pipe, feeding the showers, had been chewed through by rodents.
- Electrician was called to site to ensure site safety. The ceiling light in the changing room's circuit was closed off and the requirement to replace the strip light was identified. A further visit was scheduled and this has now been installed.
- Vermin control attended site and baited both sides of the loft space. Access holes were identified at the base of the external wall in 2 places. Maintenance contractor has been requested to fill these.
- Vermin control returned in early January to assess. They confirmed they will add a cover to the cable hole on the northern wall.
- Plumbers are being requested to advise availability/quotes for replacing the damaged pipe.
- Rodent control advised that the insulation can be disinfected/sprayed and this would make it safe, as an alternative to replacing it.
- The Cricket Club have been made aware that there is a fair amount of rubbish in the loft space and they will be addressing this.
- Once the pipe is fixed, the works required for decorating, any insulation and ceiling replacement will be assessed. Whether to pursue an insurance claim can also be considered. We are advised that the pipe and the rodent control elements of the cost would not be covered, however the subsequent damage should be.

- **Title:** APPENDIX 8 – Item 12.2 – Parish Office facilities

Below table shows facilities summary for Parish office, for information only.

Items are progressed where delegations allow.

Servicing and Checks	Last completed	Regularity	Approx costing (ex VAT)
External			
Boiler annual service	January 2025	Annual	£75
Electrical inspection – EICR	March 2020 – (booked for February 2025)	5 years	£300 (5 yearly)
CCTV service	November 2024	Annual	£65
Fire Safety inspection	February 2024 (currently seeking quotes)	Annual	£220
Electrical PAT testing	July 2024	Annual	£119
Emergency lighting service	March 2024 (booked for February 2025)	Annual	£145
Security Alarm service	November 2024	Annual	
Internal		Frequency	
Legionella testing		Monthly	
Fire evacuation practice		Twice yearly	
CCTV check		Monthly	
Fire alarm check		Weekly	
Fire extinguisher check		Weekly	
Emergency lighting check		Monthly	
Outside tap flushing		Weekly	
Defibrillator checks		Weekly	
First Aid box		3 monthly	
Maintenance/Contracts		Frequency	Approx annual cost
Cleaning services		2 weekly	£1,300
Window cleaning services		Every 8 weeks	£400
Gutters and soffits		Annual	£140
Sanitary provision emptying		Monthly	£165
Phone and Broadband			
Utilities	Contracted until		Approx annual cost
Gas supply	October 2026		£700
Electricity supply	October 2026		£600
Water supply	N/A		£230