

# Appendix A

## Notes on Finance Working Group

Meeting 16<sup>th</sup> Oct 2018

### 1) Quarterly Report

The report was read at the beginning of the meeting. It was suggested that any general comments would be recorded and individuals' comments should be addressed to Deborah for explanation.

It was suggested that a narrative report to WG with the quarterly report would be useful.

It was thought that it would be beneficial to have quarterly reports presented to Council each time by the Clerk.

It was agreed that Cllr Fletcher will meet with the Clerk to understand figures and make report to Council because we accept the point that all Councillors have an obligation to understand the report. (see appended report)

### 2) Budget.

Some adjustments were suggested to the ear-marked reserves would be beneficial.

- The amount for Footpath behind The Sun should be adjusted from £1000 to £5000 to be more in line with current costing.
- An amount of £6000 be set aside for SIDS

### 3) Staffing.

A long discussion was held looking at all aspects. A decision was deferred to another meeting when we had more information about the requirement and options to proceed. MS to speak to Clerk and Chair of Council.

Cllr Mike Sharp  
Chairman  
Finance & Admin Working Group

**Lydiard Millicent Parish Council**  
**Commentary on Q2 2018 Accounts**

This commentary should be read in conjunction with the accounts schedule prepared by the RFO.

Presentation

The accounts schedule consists of 6 columns of figures. The first two columns show the actual full year results for the previous two financial years. The next two columns show Quarter 1 and quarter 2 actual figures. Fifth column, titled "Total" shows the sum of the two quarters figures and therefore shows the actual position at the half year point. The final column shows the full year budget for the current year.

Overview

In the first two quarters of the year we have had income of £30,606, consisting predominantly of the precept payment of £25,505. This represents 50% of the annual precept. Expenditure for the first two quarters has been £29,337. The Parish Council therefore has net income for the first half of the year of £1,269.

Specific highlights

**Income**

*Hire or Rec field*

Income from the rec field is £1520. The income in Q1 of £470 relates to football income from the previous financial year which was paid after the end of the year. The income in Q2 of £1050 relates to cricket income. A specific analysis of the cricket income and costs prepared by the RFO for Councillor Selwood showed that cricket income was c£1600. The RFO is currently investigating the discrepancy as income to date has been confirmed as £1050.

*Rents*

This relates to the land at Lydiard Plain.

*Grants*

The £315 shown here relates to the contribution from the football club towards the cost of the picnic benches which have been installed at the JCH.

**Expenditure**

*Administration*

This category includes the costs of running the Parish Council, such as Hall Hire for meetings, web hosting for website and email, postage and stationery and telephones. Half year figure of £1194 compared to full year budget of £2915. If we continue at this rate we should make a saving here against budget.

*Insurance / Audit / ICO*

Insurance and ICO fees for the year have been paid so these costs represent the full year. Costs for the internal audit have been included but as the external audit is still outstanding the costs for this have not yet been received. These are estimated to be £300. This will make an anticipated full year cost of £1653 compared to budget of £1740.

*Training / publications*

The half year cost here is £2138 compared to an annual budget of £1400. Included in this figure is £557 subscription for the Wiltshire Association of Local Councils and £1470 contribution towards the training costs of the Clerk. The balance relates to books and journals.

The Parish Council is currently exceeding the annual budget for this category but if we consider the contribution to training costs separately (which wasn't specifically budgeted) then spend is £668 against an annual budget of £1400 which is more reasonable.

**Lydiard Millicent Parish Council**  
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*Cemetery / Open Spaces*

The costs here relate all to the cemetery. Half year expenditure is £1092 against a full year budget of £7650. We are likely to make a considerable saving here against budget.

*Recreation field*

Half year expenditure is £8242 against a full year budget of £9780 suggesting that by the end of the year we will be significantly over budget. This category includes the costs of running the JCH, the football fields and the cricket pitch. Significant one off costs within these areas are

- Picnic benches - £945. Bear in mind that there is £315 shown in income as a contribution towards these benches so the actual cost to the Parish Council was only £630.
- Building maintenance - £1602.75. Included here is a cost of £1423 for repairs to the shower pumps which would hopefully not be a recurrent or regular cost.
- New locks and keys - £628.20. This again will hopefully be a one off cost and not recurrent.

If we exclude these one off costs then the total general spend is £5066. This is much closer to half of the annual budget figure and suggests only a small overspend by the year end. There is an earmarked reserve for replacement of high value items at the JCH.

*Play areas*

Half year spend is £5049 compared to a full year budget of £2500. The expenditure relates entirely to the new swings and the ground works underneath to provide a safe area. It was required work and it is not unreasonable that this overspend be taken from reserves. It does not suggest necessarily an ongoing spend at this level.

*Highways*

Half year expenditure is £2747 compared to a full year budget of £5000. Key expenditure is £1519 for verge road markers which were installed earlier in the year.

*Footpaths*

There has been no expenditure on footpaths against the budget of £2300.

*Neighbourhood plan*

Half year expenditure of £2315 against a full year budget of £5000. There are likely to be higher costs in the second half of the year as the appointed consultants moves the plan closer to approval but we will also have receipt of the approved grant towards these costs which has not yet been received. This grant is c£7k.

*Professional fees*

Half year expenditure of £400 against a full year budget of £3500. We are likely to make a saving against budget here.

Summary

The Finance working group would like to draw the Councils attention to high half year expenditure on the JCH and play areas and potential significant savings in cemetery costs and professional fees.

The Finance working Group do not consider that there are any matters raised by the quarterly accounts which require the Council to make specific decisions or resolutions.

Cllr Andrew Fletcher