



Kingsmead Parish Council
PO Box 448
Knutsford
WA16 1FJ

Clerk: Sarah Morgan
Telephone: 01606 533858
clerk@kingsmeadpc.org.uk

Councillors are summoned to attend the FINANCE COMMITTEE MEETING to be held via Zoom video conferencing on
Monday 9th November 2020 at 7.30pm

Access the meeting using the following link:

<https://us02web.zoom.us/j/83305560205?pwd=cDRwWlpDL3pGdENxOUJwOFkzUTV6UT09>

Meeting ID: 833 0556 0205, passcode: 203215

Sarah Morgan, Clerk to the Council

Date: 3rd November 2020

A G E N D A

1. **To receive apologies for absence**
2. **Disclosure of interest in items on the agenda**
 - a) To receive from members, disclosure of any (a) Disclosable Pecuniary Interests and, (b) Other Disclosable Interests as required under Chapter 7 of the Localism Act 2011 and Kingsmead Parish Council's Code of Conduct
3. **Public open forum**
 - a) Members of the public are invited to address Councillors and raise issues of concern
4. **Minutes**
 - a) To approve the minutes of the Finance Committee Meeting held 5th October 2020 (*attached*)
5. **Completion of external audit 2019-2020**
 - a) To note the completion of the limited assurance review for the year ended 31 March 2020 (*attached*)
6. **Budget 2021-2022**
 - a) To consider the financial forecast to year end (*attached*)
 - b) To approve the forecasted salary budget for 2021-2022 (*separate document*)
 - c) To consider the draft budget proposal and notes for 2021-2022 (*attached*)
 - d) To consider recommendations to Full Council in relation to budget setting
7. **Close of meeting**

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E-mail: clerk@kingsmeadpc.org.uk

Minutes of the FINANCE COMMITTEE MEETING held Monday 5th October 2020 at 7.30pm via Zoom Video Conferencing.

Present: Cllrs Martin, Boylan, Reed and Bannister

Also in attendance: Sarah Morgan (Clerk)

1. **To receive Apologies**

Noted: Apologies were received from Cllr Chappell (health)

2. **Disclosure of interest in items on the agenda**

To receive from members, disclosure of any (a) Disclosable Pecuniary Interests and, (b) Other Disclosable Interests as required under Chapter 7 of the Localism Act 2011 and Kingsmead Parish Council's Code of Conduct.

Resolved: No interests were declared.

3. **Public open forum**

- a) Members of the public are invited to address Councillors and raise issues of concern

Noted: No members of the public were present.

4. **Minutes**

- a) To approve the minutes of the Finance Committee Meeting held 6th July 2020

Resolved: It was resolved to approve the minutes of the Finance Committee Meeting held 6th July 2020. The Clerk will arrange for the minutes to be signed after the minuting and will confirm with CHALC that a wet signature is required.

ACTION: SM/NM

5. **Review of accounts for the second quarter to 30th September 2020**

- a) To review expenditure to the end of the second quarter (*attached*)

Noted: The expenditure to the end of the second quarter was reviewed with the Clerk advising in the details of the S137 expenditure and noting that mileage can be claimed for attendance of necessary meetings

- b) To note the current and savings account balances (*attached trial balance*)

Noted: The current and savings account balances and reviewed and noted.

- c) To consider recommendations to full council regarding budgetary control

Resolved: It was resolved to make a recommendation to full council that £40,000 funds be transferred from

the Yorkshire Bank to the current account to ensure enough funds are available to meet budgetary requirements. A further transfer from the Nationwide 45 Day saver account should be reviewed at the November meeting for funds to be received in the current account in January.

ACTION: SM/NM

6. **Annual Audit**

- a) To note the appointment of the internal auditor for 2020-21 (JDH Business Services)

Noted: It was noted that the internal auditor for 2020-21 has been appointed by full council.

- b) To note that the external auditor report has not yet been received for 2019-2020 (*Clerk to update*)

Noted: The Clerk gave an update that some queries had been responded to from the external auditor, but no final report had been received. It is expected that this will be returned by the end of November at the latest as the deadline for publication is 30th November (extended from 30th September due to the coronavirus). It was requested that the clerk makes enquiries about when the report will be received.

ACTION: SM

7. **VAT**

- a) To note the note the draft VAT return due for the second quarter (*attached*)

Noted: The Draft VAT return due for the second quarter was reviewed and noted.

8. **Budget setting 2021-2022**

- a) To consider a plan for the setting of next year's budget

Noted: The renewal of the grounds maintenance contract was raised as an unknown figure and it was requested that APSE (contract consultant) is contacted to see if they can give an indicative cost. The wetland contract has been agreed, but the woodland management contract will need to be added in the new budget when costs are known. Play area costs will also need to be reviewed as Burwardsley Way will need a replacement unit. It was agreed that the finance committee would meet on 9th November and also 14th December if required to review draft budgets.

ACTION: SM

9. **Close of Meeting**

Noted: The meeting closed at 8.30pm

Section 3 – External Auditor Report and Certificate 2019/20

In respect of **Kingsmead Parish Council – CH0228**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

14/10/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual Budget - By Centre

Note: Draft Budget Proposal 2021-2022

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100	<u>Income</u>									
1076	Precept	185,000	185,000	200,550	200,550	200,550	0	200,550	0	0
1090	Interest Received	0	78	0	0	0	0	50	0	0
1095	Income -Gas Governer Lease	0	149	0	0	0	0	100	0	0
1100	Grants & Donation Received	468	6,598	15,000	0	10,281	0	15,000	0	0
1990	Other Income	100	866	100	0	100	0	0	0	0
	Total Income	185,568	192,691	215,650	200,550	210,931	0	215,700	0	0
	Movement to/(from) Gen Reserve	185,568	192,691	215,650	200,550	210,931		215,700		
110	<u>Staff Costs</u>									
4000	Staff Salary	15,210	14,568	18,000	10,175	17,439	0	18,200	0	0
4010	PAYE & NI	3,000	3,242	4,900	2,839	4,900	0	5,300	0	0
4030	Pension	4,937	4,805	6,050	3,608	6,185	0	6,400	0	0
4050	Staff Mileage & Benefits	100	198	100	0	50	0	250	0	0
4060	Staff other Expenses	0	102	50	156	312	0	312	0	0
	Overhead Expenditure	23,247	22,915	29,100	16,778	28,886	0	30,462	0	0
	Movement to/(from) Gen Reserve	(23,247)	(22,915)	(29,100)	(16,778)	(28,886)		(30,462)		
120	<u>Admin Costs</u>									
1090	Interest Received	0	0	0	27	47	0	0	0	0
	Total Income	0	0	0	27	47	0	0	0	0
4200	Training - Members and Clerk	1,000	1,019	650	165	300	0	1,500	0	0
4205	Bank Charges	100	137	120	73	120	0	150	0	0

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Annual Budget - By Centre

Note: Draft Budget Proposal 2021-2022

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4210	Audit Fees	1,000	655	1,000	289	1,009	0	1,000	0	0
4215	Professional Fees	1,000	1,200	8,500	4,719	12,000	4,843	7,500	0	0
4216	Legal Fees - Estate Rentcharge	0	0	10,000	0	1,200	1,200	0	0	0
4220	Subscriptions & Memberships	1,500	1,488	1,500	1,386	1,386	1,588	1,600	0	0
4225	Insurance	1,500	1,473	1,600	1,516	1,516	0	1,600	0	0
4230	Stationery & Postage	100	134	150	99	170	0	500	0	0
4234	Software fees	0	0	0	0	0	0	600	0	0
4235	Telephone & Broadband	480	268	300	121	207	0	250	0	0
4236	PC Office Costs	840	1,477	1,500	1,256	2,000	0	500	0	0
4237	Storage Unit Hire	371	137	1,100	607	1,040	0	1,100	0	0
4238	Video Conferencing	0	0	0	0	0	0	150	0	0
4240	Website	1,500	90	500	90	0	0	600	0	0
4245	Newsletter Printing	129	129	500	0	70	0	350	0	0
4260	Elections	229	229	0	0	0	0	0	0	0
Overhead Expenditure		9,749	8,435	27,420	10,320	21,018	7,631	17,400	0	0
Movement to/(from) Gen Reserve		(9,749)	(8,435)	(27,420)	(10,293)	(20,971)		(17,400)		
130	<u>Maintenance</u>									
4300	Grounds Maintenance Contract	58,320	58,320	58,320	34,020	58,310	0	60,000	0	0
4305	Additional Grounds Maintenance	15,000	12,865	10,000	4,241	7,270	0	6,000	0	0
4320	Clocktower service	130	1,161	130	0	130	0	130	0	0
4330	Speedgun	300	0	0	0	0	0	300	0	0
4340	Ponds & Culvert	23,500	19,844	23,500	6,870	23,500	0	23,124	0	0
4345	Kingsmead Anniversary	0	0	0	0	0	0	1,000	0	0
4350	Paths	5,350	5,350	10,700	0	10,700	10,700	0	0	0

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Annual Budget - By Centre

Note: Draft Budget Proposal 2021-2022

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4360	Tree Works	5,000	4,642	11,000	7,032	12,053	2,950	10,000	0	0
4365	Woodland tree work	0	0	0	0	0	0	6,000	0	0
4370	Tree Surveys	0	0	0	0	0	0	1,500	0	0
4380	Woodland Management Plan	0	0	0	0	0	0	1,800	0	0
Overhead Expenditure		107,600	102,182	113,650	52,164	111,963	13,650	109,854	0	0
6001	less Transfer to EMR	0	3,680	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>(107,600)</u>	<u>(105,862)</u>	<u>(113,650)</u>	<u>(52,164)</u>	<u>(111,963)</u>		<u>(109,854)</u>		
140	<u>Play Areas</u>									
4400	Play Equipment Maintenance	7,218	10,111	10,000	3,890	9,000	4,079	10,000	0	0
4410	Play Equipment Inspections	1,000	1,755	1,500	891	1,683	1,653	1,700	0	0
4420	Play Equipment Purchases	15,000	13,035	15,000	0	12,095	0	25,000	0	0
4430	New Play Area Surfacing	0	0	0	0	0	0	6,000	0	0
4435	New Play Area Benches	0	0	0	0	0	0	2,000	0	0
Overhead Expenditure		23,218	24,901	26,500	4,781	22,778	5,732	44,700	0	0
Movement to/(from) Gen Reserve		<u>(23,218)</u>	<u>(24,901)</u>	<u>(26,500)</u>	<u>(4,781)</u>	<u>(22,778)</u>		<u>(44,700)</u>		
150	<u>Events/S137 Expenditure</u>									
4255	Section 137 Expenditure	0	0	1,000	723	0	0	1,000	0	0
4500	Open Day	0	0	0	0	0	0	1,000	0	0
4505	Best Kept Garden	240	240	0	0	0	0	350	0	0
4510	Xmas Lighting and Event	5,000	4,900	2,950	2,725	2,725	0	6,000	0	0
4520	S137 Additional expenditure	0	100	0	0	0	0	0	0	0
Overhead Expenditure		5,240	5,240	3,950	3,448	2,725	0	8,350	0	0

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Annual Budget - By Centre

Note: Draft Budget Proposal 2021-2022

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		<u>(5,240)</u>	<u>(5,240)</u>	<u>(3,950)</u>	<u>(3,448)</u>	<u>(2,725)</u>		<u>(8,350)</u>		
999	<u>VAT Data</u>									
115	VAT on Receipts	10,000	19,347	15,000	13,098	22,449	0	24,000	0	0
	Total Income	<u>10,000</u>	<u>19,347</u>	<u>15,000</u>	<u>13,098</u>	<u>22,449</u>	<u>0</u>	<u>24,000</u>	<u>0</u>	<u>0</u>
515	VAT on Payments	10,000	26,683	15,000	13,747	23,563	0	24,000	0	0
	Overhead Expenditure	<u>10,000</u>	<u>26,683</u>	<u>15,000</u>	<u>13,747</u>	<u>23,563</u>	<u>0</u>	<u>24,000</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve		<u>0</u>	<u>(7,336)</u>	<u>0</u>	<u>(650)</u>	<u>(1,114)</u>		<u>0</u>		
Total Budget Income		195,568	212,038	230,650	213,675	233,427	0	239,700	0	0
Expenditure		179,054	190,355	215,620	101,238	210,933	27,013	234,766	0	0
Net Income over Expenditure		<u>16,514</u>	<u>21,683</u>	<u>15,030</u>	<u>112,437</u>	<u>22,494</u>	<u>-27,013</u>	<u>4,934</u>	<u>0</u>	<u>0</u>
less Transfer to EMR		0	3,680	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		<u>16,514</u>	<u>18,003</u>	<u>15,030</u>	<u>112,437</u>	<u>22,494</u>		<u>4,934</u>		

Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
1076	Precept	100	Income	Precept received
1090	Interest Received	100	Income	Interest on savings
1100	Grants & Donation Received	100	Income	Grant applications and members budget
1990	Other Income	100	Income	Refund of overpayment, part payment of rent for easement
4000	Staff Salary	110	Staff Costs	Based on 3% increase
4050	Staff Mileage & Benefits	110	Staff Costs	Change to staff and member mileage
4060	Staff other Expenses	110	Staff Costs	Homeworking allowance
1090	Interest Received	120	Admin Costs	Delete budget as included in income
4200	Training - Members and Clerk	120	Admin Costs	Training for new clerk
4205	Bank Charges	120	Admin Costs	Card fee and Unity Trust account costs
4215	Professional Fees	120	Admin Costs	Payroll, finance, contract support and legal
4216	Legal Fees - Estate Rentcharge	120	Admin Costs	Budget no longer required
4220	Subscriptions & Memberships	120	Admin Costs	CHALC, CCA, SLCC, LCR Subscription
4225	Insurance	120	Admin Costs	Possible variation for additional play equipment
4230	Stationery & Postage	120	Admin Costs	To include PO Box
4234	Software fees	120	Admin Costs	RBS Alpha, Pear Mapping and Anti-virus
4235	Telephone & Broadband	120	Admin Costs	VOIP Phone only
4236	PC Office Costs	120	Admin Costs	Includes consumables and computer accessories
4237	Storage Unit Hire	120	Admin Costs	Ongoing storage unit costs
4238	Video Conferencing	120	Admin Costs	Remove from PC Office costs
4240	Website	120	Admin Costs	Webhosting renews August 2021 plus website backup
4245	Newsletter Printing	120	Admin Costs	Reduce budget due to lower printing costs
4255	Section 137 Expenditure	120	Admin Costs	Remove budget line
4260	Elections	120	Admin Costs	To be taken from reserves if required
4300	Grounds Maintenance Contract	130	Maintenance	Estimated costs - to be agreed with contract award on 18th January
4305	Additional Grounds Maintenance	130	Maintenance	Reduction as additional works included in main contract
4320	Clocktower service	130	Maintenance	Contract in place for service of clock
4340	Ponds & Culvert	130	Maintenance	Agreed 1 year contract extension to March 2022

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Budget Notes

<u>A/c Code</u>	<u>Description</u>	<u>Centre</u>	<u>Description</u>	<u>Budget Notes</u>
4345	Kingsmead Anniversary	130	Maintenance	Anniversary bench or other installation to celebrate 10 years of the parish council
4350	Paths	130	Maintenance	Path works complete - remove budget
4360	Tree Works	130	Maintenance	Non-woodland tree works - currently includes survey costs £2950
4370	Tree Surveys	130	Maintenance	Non-woodland tree surveys
4380	Woodland Management Plan	130	Maintenance	Cost of full plan to be drawn up
4400	Play Equipment Maintenance	140	Play Areas	Pulford CI fencing (£2740), Kensington Park repairs £1339 committed.
4410	Play Equipment Inspections	140	Play Areas	Quarterly and annual inspection
4420	Play Equipment Purchases	140	Play Areas	Offset with £10000 of grants
4430	New Play Area Surfacing	140	Play Areas	Kensington Way basketball surface
4435	New Play Area Benches	140	Play Areas	Picnic and standard benches for parks and play areas
4255	Section 137 Expenditure	150	Events/S137 Expenditure	Correction of code
4500	Open Day	150	Events/S137 Expenditure	Kingsmead 10th Anniversary event in 2021
4510	Xmas Lighting and Event	150	Events/S137 Expenditure	Event and lights display
4520	S137 Additional expenditure	150	Events/S137 Expenditure	Remove budget line

Budget Notes

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4000	Staff Salary	110	Staff Costs	Based on 3% increase
4050	Staff Mileage & Benefits	110	Staff Costs	Change to staff and member mileage
4060	Staff other Expenses	110	Staff Costs	Homeworking allowance
1090	Interest Received	120	Admin Costs	Delete budget as included in income
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4225	Insurance	120	Admin Costs	Possible variation for additional play equipment
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4235	Telephone & Broadband	120	Admin Costs	VOIP Phone only
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4260	Elections	120	Admin Costs	To be taken from reserves if required
4300	Grounds Maintenance Contract	130	Maintenance	Estimated costs - to be agreed with contract award on 18th January
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Budget Notes

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4350	Paths	130	Maintenance	Path works complete - remove budget
4360	Tree Works	130	Maintenance	Non-woodland tree works - currently includes survey costs £2950
4370	Tree Surveys	130	Maintenance	Non-woodland tree surveys
4380	Woodland Management Plan	130	Maintenance	Cost of full plan to be drawn up
4400	Play Equipment Maintenance	140	Play Areas	Pulford CI fencing (£2740), Kensington Park repairs £1339 committed.
4410	Play Equipment Inspections	140	Play Areas	Quarterly and annual inspection
4420	Play Equipment Purchases	140	Play Areas	Offset with £10000 of grants
4430	New Play Area Surfacing	140	Play Areas	Kensington Way basketball surface
4435	New Play Area Benches	140	Play Areas	Picnic and standard benches for parks and play areas
4500	Open Day	150	Events/S137 Expenditure	Kingsmead 10th Anniversary event in 2021
4510	Xmas Lighting and Event	150	Events/S137 Expenditure	Event and lights display
4520	S137 Additional expenditure	150	Events/S137 Expenditure	Remove budget line