

## Finance & GP report for Warbleton Parish Council – March 2022

### Agenda item 7.2 – Finance Report

#### Bank Reconciliation and Budget Monitor

The bank reconciliations and budget monitors for February 2022 have been checked and agreed.

The budget monitor has been updated to show CIL receipts and expenditure in the current financial year.

In terms of the 21/22 budget, key items are:

- The National Salary award for the Parish Clerks has been agreed at 1.75% and pay scales adjusted accordingly. This was the expected level of award. Back pay for salary and overtime hours will be processed through the March payroll.
- Overtime hours in February were higher than normal. The budget for voluntary overtime was 130 hours during 2021/22. The actual overtime paid will be 130 hours 40 minutes
- The earmarked reserve for election expenses has now been increased to £500 as per the resolution at February Council.
- An earmarked reserve has been created for Infrastructure spending which has not been undertaken in 2021/22 as per the resolution at February Council.
- Based on known expenditure in March (as per items for approval at March Council), the expected outturn for 2021/22 is £19,068 (including transfers to earmarked reserves) against the budget of £20,002; this is a £224 higher outturn than forecast in January 2022, but well within the expected deviation.

#### Reserves

Reserves have been updated to reflect the VAT refund and the matched funding from Heathfield and Waldron Parish Council for the David Bysouth bench. Reserves currently estimated as £15,494.76 which represents 71% of the 2022/23 budget. A full reconciliation will be undertaken at the 31<sup>st</sup> March 2022 and a further adjustment is anticipated – partly due to receipt of matched funding from ESCC.

#### Parish Clerk Workload and Hours

Councillors should note that we are approaching the year end. It is important that at the start of the next financial year that we keep a close control of overtime hours and that these do not exceed the budgeted amount. It is therefore, expected that the following will be prioritised by the Parish Clerk during March - May:

- Environment Committee
- End of year returns
- Internal Audit – this is now in diary for Thursday 27<sup>th</sup> April 2022 at 10am
- AGAR return
- Annual Parish Meeting
- Annual Statutory Meeting

#### Parish Clerk Annual Review

The Parish Clerk annual appraisal will be conducted during April. Any feedback (written or verbal) should be sent to the Chairman of the F&GP Committee no later than 15<sup>th</sup> April.

#### Invoice approval

Councillors responsible for approving invoices should note that each invoice should be initialled by 2 councillors on the bank mandate. The Parish Clerk will bring invoices to a Council (or other meeting) where they should be initialled at the end of the meeting where approval was given.

#### Review of Financial Regulations and Standing Orders

The annual review of Standing Orders and Financial Regulations will commence shortly and be reviewed by the F&GP Committee on 12<sup>th</sup> April. There have been no changes to the Model policies recommended by NALC, so changes will be limited in scope. Any councillor may submit recommended changes for consideration to the Parish Clerk/Chairman F&GP Committee by 5<sup>th</sup> April 2022

#### Review of Asset Register

The Environment Committee is asked to make arrangements for the annual review of the Asset Register, together with any recommendations for changes in valuations, to be submitted to the F&GP Committee by 5<sup>th</sup> April 2022, in order that the relevant papers can be included in submission to the Internal Auditor.

#### Defibrillators

As councillors may be aware, the defibrillator in Bodle Street Green has recently been used. This was used by a member of the Heathfield and Waldron First Responders. The defibrillator can still be used but we have received a recommendation that a new cabinet is required, which is not included in our annual servicing arrangements. Details have been requested which may be available for councillors ahead of the meeting. Funding for a new cabinet would need to come from either general reserves or CIL funds.

Discussion have commenced with Heathfield and Waldron First Responders about the provision of refresher training during 2022.

The website has now a tab detailing the locations of the 4 defibrillators in the Parish.

Steve Williamson  
Chairman  
F&GP Committee  
10<sup>th</sup> March 2022