

## HANNINGTON PARISH COUNCIL

### Minutes of the Parish Council meeting held at the Village hall, Hannington

Tuesday 8<sup>th</sup> September 2015 at 7pm

#### Extract 12.b Revised Budget 2015-16

A detailed Financial Statement with explanatory Cover Note as at Tuesday 8<sup>th</sup> September was circulated to members in advance of the meeting. In summary, the statement explained that, due to continuing problems with the bank's adherence to strict processes, the Clerk had still been unable to activate new signatories to the Bank Account nor remove those of the ex Cllrs, and therefore no payments had been made during the year. Where they were either urgent or essential payments had been made personally by the Clerk totalling £264.34. In accordance with Financial Regulations and advice from the internal auditors all of these payments had been agreed in advance by the Council; though the best practice of counter-signing invoices and cheque stubs, would have to follow when the Clerk was reimbursed by the Council.

At the May meeting, the Council was informed the predicted outturn as at 31 March 2016 would be £4,926. The Financial Statement circulated in Sept (supported by a detailed analysis) projected a reduction from £4,926 to £4040. This was mostly due to the anticipated net costs of £835 for the two projects to replace stiles with gates at North Oakley and at Cottington's Hill. However, as reported in paragraphs replacing 11(a) and 11(b) above, the payments for these two projects in 2015-16 are now expected to be only £478, thereby increasing the year end cash balance to £4,400.

Two further decisions were taken at the September meeting with financial implications:-

- to budget £750 (non VATable) for the potential legal costs of transferring the registration/ownership of the village green from KPC to HPC, partially offset by
- to remove the £500 budget provision (plus £100 VATable element) for traffic calming allowance.

Allowing for these two decisions, the predicted cash balance as at 31 March 2016 is approximately £4,250.

**The actual cash balance as at 27 August was £13,288.44** being the cash balance as per the Final Accounts 31 March 2015 £5,202 plus £3,086 first payment from BDBC making £8,288.44 plus £5,000 the Council is still holding of the Margaret Nicholl. This is excessively high as the Council has been unable to make any payments in the first half of the year, as explained above!

#### a. Invoices for approval

At the last Council meeting in May, it approved in principle to the following payments that will fall due. These are still outstanding:-

- \* Clerk's salary (outstanding and current),
- \* payment to tax specialist,
- \* reimbursement of Clerk's expenses,
- \* annual subscriptions to HALC ,
- \* annual CPRE subscription,
- \* audit fees

These payments will be processed once notification is received from Lloyds Bank that the change in signatories has been completed by them.

In the interim, and with the approval of Cllrs, the Clerk has paid a number of invoices from his personal account. These are the payments to:-

- HALC: annual subscription £175 paid 13<sup>th</sup> July 2015;
- S. Butler: payment to tax specialist: £54.00 paid 5<sup>th</sup> June 2015];
- Hannington Village Hall: hire of hall 21<sup>st</sup> May £11.00 paid 16 July 2015; and
- Greenbarnes Ltd: purchase of four replacement keys for the noticeboards £24.34 (incl £4.06 VAT – reclaimable) paid 26 July 2015;.

The total reimbursement due to Clerk for the above is £264.34. In addition a further sum of £45.12 (incl £6.58 VAT – reclaimable) is due to the Clerk as a reimbursement of expenses incurred making a total of £309.46 [cheque nos 319; 20th October 2015].

Because of the nature and/or size of the payments, the Clerk has NOT made the payments to the previous Clerk £294.50 (two months salary), to the Auditors (Auditing Solutions Ltd) £228 (incl £38.00 VAT – reclaimable) [Auditing Solutions Ltd £190.00 plus £38.00 VAT; cheque nos 320, 20 October 2105]. nor to CPRE [£36.00 cheque nos 321, 20<sup>th</sup> October 2105]. In all these cases, the Clerk has contacted the creditors and explained the reason for the delay in payment.