

**Bollington Town
Council**

**Finance and Audit
Meeting**

Enclosures

21st November 2022

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Minutes of the Meeting of the Finance & Audit Committee

Council Chamber, Bollington Town Hall
At 10.00 am Monday 26th September 2022

Those Present: Cllr K Edwards (KE), Cllr H Ellwood (HE) (Deputy Mayor), Cllr Johanna Maitland (JM), Cllr J Stewart (JCS) (Town Mayor) , Cllr A Stott (AS), Cllr A Williams (AW).

Chair: Cllr Amanda Stott

Officer: Julie Mason Town Clerk

Declaration of Interest – Cllr J Maitland – Bridgend Centre, Walkers are Welcome and Bollington Walking Festival, Cllr K Edwards – Civic Society, Cllr A Williams – Senior Citizens and Cllr A Stott – Senior Citizens.

Public forum time

Nobody present.

FA 26/22 To receive and approve apologies for absence:

Cllr K Larby due to feeling unwell.

FA 27/22 To note the appointment of Cllr K Larby on the Committee due to the resignation of Cllr R Edwards.

RESOLVED recommendation accepted.

FA 28/22 To receive and confirm the Minutes (FA 16/22- 25/22) of the meeting held on 25th July 2022.

RESOLVED the minutes were accepted as a true and accurate record.

FA 29/22 To receive updates from the minutes

- i) To note the insurance quote for the Mayor's Chain was adequate to cover the engraving of the past Mayors names. This was subject to a confirmation email. The Clerk had ensured photographs had been taken for reference. This would be brought to the next meeting.
- ii) The SLA had been agreed with the electrician.
- iii) To note there was an informal budget meeting in the Council Chambers with the Chair of Finance and Audit and the Clerk on Monday 3rd October 10am – 1pm.

FA 30/22 To Resolve to accept the reconciled budget for the second quarter 2022/23.

There was feedback from the Clerk on three errors under the budget headings which would be resolved before the next Full Council meeting.

The members noted the increase of utility bills and discussed options. The reserves figure was the lowest it had ever been set at and members were aware of the consequences. There was also a discussion on the legal costs for BHL and the remaining monies from Turner Rise land transfer should be allocated back into reserves.

Resolved the reconciled budget was accepted by the Committee.

FA 30/22 To consider the allocation of grants as in the enclosure pack.

- ALEX Subgroup (Parkinson's UK) - £1,000.00

RESOLVED the grant would be declined due to no reason given for what the monies were to be allocated to.

- Bollington Table Tennis- £1,000.00

RESOLVED the grant was approved for £500.00

- Bollington Art Group - £282.33

RESOLVED the grant was approved for £282.33

- Bollington Civic Society - £100.00

RESOLVED the grant was approved at £100.00

- Kerridge War Memorial Committee – £325.00

RESOLVED the grant was approved at £325.00

- Bollington Health & Leisure - £1,000.00

RESOLVED the grant was declined as thought expensive and on private land.

- Bollington Initiative Trust - £5,000.00

RESOLVED the grant was approved for £1,000.00.

- Bollington Photographic Society - £100.00

RESOLVED the grant was approved at £100.00

- Bollington Festival - £2,000.00

RESOLVED the grant was approved at £1,000.00 subject to £1,000.00 being allocated every year since 2019, the date of the last festival.

- Bollington Brass Band - £2,000.00

RESOLVED the grant was declined due to lack of feedback on previous allocated funds.

- Love Bollington Markets - £107.26

RESOLVED the grant was approved at £107.26.

- Bollington United Junior FC - £4,000.00

RESOLVED the grant was approved at £1,000.00

- Senior Citizen's Committee - £200.00

RESOLVED the grant was approved at £200.00

- Bridgend Centre - £1,801.50

RESOLVED the grant was approved at £1,801.50

- Bollington Walkers are Welcome – £70.00

RESOLVED the grant was approved at £70.00

- Bollington Borrowers - £222.59

RESOLVED the grant was declined due to lack of information.

- 2nd Bollington Rainbow Guides - £100.00

RESOLVED the grant was approved at £100.00

- Echoes of Hope - £3,000.00

RESOLVED the grant was declined due to lack of background information.

- Transition Bollington - £280.87

RESOLVED the grant was declined due to lack of information.

FA 31/22 To receive the feedback from grants allocated in 2021/22

The Administration Assistant had followed up all the grants approved last year for feedback, and it had been circulated in a pack for members. It was disappointing some organisations had not replied.

RESOLVED feedback would be a condition on the application form.

RESOLVED the bank account details on the form should match the bank statements.

RESOLVED excessive bank balances need to be explained.

FA 32/33 To accept the report from the External Auditors PKF Little John Ltd

RESOLVED the audit was accepted by Full Council.

The Chair wished to thank the Clerk for attaining a clean audit.

Cllr KE asked for a summary on the difference in the balance from 2020/21 to 2021/22.

FA 33/22 To resolve to add items to Fixed Assets Register

- Bench on Market Place = £666.51

RESOLVED the addition would be accepted on the Fixed Asset Register.

FA 34/22 To resolve to move monies from the Santander bank account and Co-op Savings Account to the Leek United.

RESOLVED £70,000 from the Santander and £10,000 from the Co-op Savings would be transferred to the Leek United. It was noted this would result in both accounts being closed.

RESOLVED Cllr A Stott, Cllr J Stewart and the Clerk would be signatures on the account.

FA 35/22 To note recommendations on the Audit held with JDH Services Ltd on Friday 15th July 2022.

RESOLVED the report was noted and the change in policy and procedure was referred to the Personnel, Policy, and Governance Committee to be held on 27th September.

FA 36/22 To confirm the Internal Auditor 2022/23

RESOLVED the Committee recommended a change of Internal Auditor from JDH Services Ltd.

RESOLVED subject to no increase in cost and approval from the Chair and the Mayor with the Clerk a change of Internal Auditor was approved.

FA 37/22 Date of Next Meeting: Monday 28th November 2022 at 10.00am in the Town Hall.

Meeting closed at 11.25 am

BOLLINGTON TOWN COUNCIL BUDGET REPORT

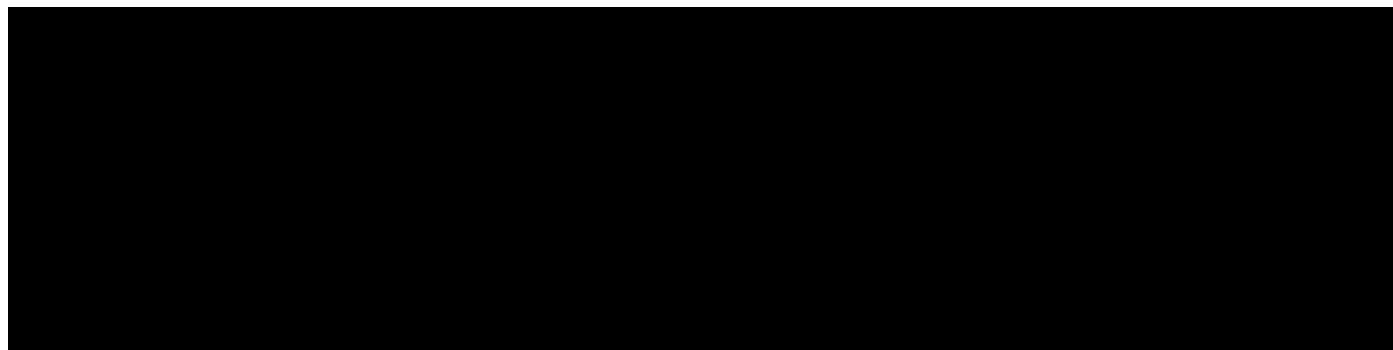
	Approved Budget	Forecast to 31.03.23	Forecast to 31.03.24	Difference
ADMINISTRATION				
Audit & GDPR		2,283.00	2,290.00	7.00
Broadband & phones		2,411.61	2,160.00	- 251.61
Equipment		1,000.00	1,000.00	-
Staff Expenses		150.00	300.00	150.00
Insurance		3,300.00	4,000.00	700.00
IT Support		3,813.00	4,000.00	187.00
Refreshments		200.00	200.00	-
Photocopier		1,100.00	1,200.00	100.00
Stationery		950.00	950.00	-
Subscriptions		6,004.00	3,400.00	- 2,604.00
Staff training		1,100.00	500.00	- 600.00
Website		500.00	500.00	-
Councillor training		500.00	800.00	300.00
Newsletter		5,000.00	5,000.00	-
ADMINISTRATION TOTAL		28,311.61	26,300.00	- 2,011.61
BROOKBANK HOUSE				
Repairs		1,600.00	1,500.00	- 100.00
Legal costs		750.00	-	- 750.00
BROOKBANK HOUSE TOTAL		2,350.00	1,500.00	- 850.00
CIVIC & COMMUNITY EVENTS				
Christmas Festive Lights (Trees)		10,000.00	8,000.00	- 2,000.00
Christmas light switch on		4,000.00	-	- 4,000.00
Christmas Eve		1,925.00	-	- 1,925.00
Civic dinner		2,000.00	2,000.00	-
Mayor making		30.00	100.00	70.00
Civic Sunday		500.00	500.00	-
Coronation (Jubilee)		725.00	500.00	- 225.00
Remembrance Sunday		400.00	450.00	50.00
Scarecrow event		19.00	-	- 19.00
School award/Youth Council		-	500.00	500.00
Town assembly		100.00	100.00	-
Recognition in the Com		400.00	150.00	- 250.00
School visits			50.00	50.00
				C&E asked for badges
CIVIC & COMMUNITY EVENTS TOTAL		20,099.00	12,350.00	- 7,749.00
CIVIC HALL				
Administration		1,000.00	1,000.00	-
Business rates		4,840.00	5,000.00	160.00
Cleaning		2,000.00	2,000.00	-
Repairs & maintenance		9,800.00	5,000.00	- 4,800.00
Utilities		9,000.00	18,000.00	9,000.00
Library expenses		4,000.00	4,000.00	-
Civic Hall Compliance		-	3,959.00	3,959.00
CIVIC HALL TOTAL		30,640.00	38,959.00	8,319.00
CIVIC RESPONSIBILITIES				
Former Mayor		750.00	900.00	150.00
Regalia		800.00	250.00	- 550.00
Allowance		1,025.00	1,025.00	-
Tributes		39.00	-	- 39.00
Room hire		50.00	-	- 50.00
CIVIC RESPONSIBILITIES TOTAL		2,664.00	2,175.00	- 489.00
COMMUNITY & ENVIRONMENT				
Defibrillator maintenance		250.00	250.00	-
Horticulture		6,000.00	2,000.00	- 4,000.00
Community assets		1,100.00	-	- 1,100.00
Refurb of bowling green public t	£ 10,000.00	-	5,000.00	5,000.00
Cleaning of bowling green toilets	£ 3,600.00	-	2,000.00	2,000.00
COMMUNITY & ENVIRONMENT TOTAL		7,350.00	9,250.00	1,900.00

GRANTS

Grants 2022/23	14,000.00	14,500.00	500.00
Road closure	1,000.00	500.00	- 500.00

GRANTS TOTAL

15,000.00	15,000.00	-
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PERSONNEL**PERSONNEL TOTAL**

136,090.00	142,840.00	6,750.00 allowing for 5% increase
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FACILITIES (PERSONNEL & ASSETS)

Allotments	3,000.00	8,000.00	5,000.00
Assets	667.00	3,000.00	2,333.00
Tools-Town Warden	750.00	500.00	- 250.00
Bridgend Loan	3,520.00	3,520.00	-
Van insurance	800.00	900.00	100.00
Assets maintenance	1,000.00	1,000.00	-
Town Warden Clothing	300.00	300.00	-
Public Toilets Adlington	3,600.00	3,600.00	-
Repairs Adlington Road	1,000.00	1,000.00	-
Van running costs	2,200.00	2,200.00	-

PERSONNEL & ASSETS TOTAL

16,837.00	24,020.00	7,183.00
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PLANNING & TOWN

Footpaths	1,000.00	500.00	- 500.00
Gritting & flooding	3,000.00	3,500.00	500.00
Transport initiatives	3,700.00	1,000.00	- 2,700.00
Ashbrook Road junction	£ 5,000.00	5,000.00	- 5,000.00
Town maintenance	1,000.00	1,500.00	500.00

PLANNING & TOWN TOTAL

13,700.00	6,500.00	- 7,200.00
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TOWN HALL

Business rates	6,500.00	6,500.00	-
Cleaning	3,700.00	3,900.00	200.00
Horticulture	250.00	250.00	-
Repairs & maintenance	9,000.00	3,000.00	- 6,000.00 Works carried out on Town Hall roof
Utilities	5,500.00	10,000.00	4,500.00
Compliance	1,000.00	3,230.00	2,230.00

TOWN HALL TOTAL

25,950.00	26,880.00	930.00
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NET TOTAL OF OUTGOINGS

298,991.61	305,774.00	6,782.39
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EARMARKED RESERVES

Town Hall	£ 20,000.00	7,000.00	20,000.00	13,000.00
Land transfer BHL	£ 1,854.00	1,854.00	2,000.00	146.00
Brookbank House	£ 2,000.00	-	-	-
Civic Hall improvements	£ 3,000.00	-	-	-
Elections	£ 6,000.00	-	6,000.00	6,000.00 still retained - no spend due to no election
Christmas lights	£ 2,000.00	-	-	-
Town van	£ 2,000.00	-	-	-
Pool Bank car parking space	£ 3,000.00	-	3,000.00	3,000.00 still retained - due to S106
Turner Rise legal fees	£ 750.00	750.00	-	- 750.00
Neighbourhood Plan	£ 700.00	-	700.00	700.00 still retained
Turner Rise	£ 8,350.00	-	-	-
Grants	£ 6,400.00	5,730.00	670.00	- 5,060.00

EARMARKED RESERVES TOTAL

15,334.00	32,370.00	17,036.00
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GROSS TOTAL OF OUTGOINGS	314,325.61	338,144.00	23,818.39
INCOME			
Town Hall	450.00	450.00	-
Brookbank House	5,000.00	6,000.00	1,000.00
Civic Hall	35,000.00	35,000.00	-
Library	4,000.00	4,000.00	-
Civic Dinner	2,000.00	2,000.00	-
Allotments	625.00	625.00	-
Bridgend Loan	3,520.00	3,520.00	-
Insurance claim	2,500.00	-	-
EV project	1,760.00	-	- 1,760.00
Precept	220,000.00	220,000.00	-
NET TOTAL INCOME	274,855.00	271,595.00	- 3,260.00
GROSS TOTAL INCOME	274,855.00	271,595.00	- 3,260.00

Estimated Balance for 31 March 2023

	New Estimate	Actual
Income		
Balance 31 March 2022	£ 181,151	
Plus Precept 2022-23	£ 220,000	
Plus Estimated Income 2022-23	£ 54,854	
Total Income	£ 456,005	
Expenditure		
Estimated Expenditure 2022 - 2023	£ 298,992	
Ear Marked Reserves	£ 15,334	
General Reserves		
Total Expenditure	£ 314,326	
Estimated Balance 31 March 2023	£ 141,679	

Estimated Balance for 31 March 2024

	New Estimate	Actual
Income		
Balance 31 March 2023	£ 141,679	
Plus Precept 2023-24	£ 220,000	
Plus Estimated Income 2023-24	£ 51,595	
Total Income	£ 413,274	
Expenditure		
Estimated Expenditure 2023 - 2024	£ 305,774	
Ear Marked Reserves	£ 32,370	
General Reserves		
Total Expenditure	£ 338,144	
Estimated Balance 31 March 2024	£ 75,130	

Briefing Note on Local Council Budgeting



The Budget

The preparation of an annual budget is one of the key statutory tasks undertaken by the council, irrespective of its size. The budget:

- results in the council setting the precept for the year;
- gives the clerk and other officers overall authority to make spending commitments in line with decisions of the council;
- enables progress monitoring during the year by comparing actual spending against planned spending

The budget does not give automatic authority to councillors to spend up to the budgeted amount. Authority for expenditure is still required from the Council in accordance with the Council's own Financial Regulations.

The Process

It is important that councillors understand how the budget is put together and how it should be used. The budget is an essential tool for controlling the council's finances, and demonstrates that the council will have sufficient income to meet its objectives and carry out its activities.

The key stages in the budgeting process are:

- review of current year budget and spending;
- determine the cost of spending plans;
- assess levels of anticipated income;
- provide for contingencies and the need for reserves;
- approve the budget;
- set the precept

The Responsible Financial Officer (RFO) will prepare a draft budget for councillors to consider, discuss and amend and then the detailed final budget will be brought to a full council meeting for approval, usually in January. Although a Finance Committee may be given responsibility for drafting the budget it is only the full Council that can approve the precept figure.

The budget and precept amounts should be specified in the minutes. Some larger councils find it useful to consider a 2 or 3 year rolling budget to provide continuity and a longer term plan on how they intend to meet their objectives.

The level of precept

Some local councils may budget to minimise spending to keep the local precept as low as possible, which may sometimes result in the council doing little for their local community. However, there is evidence that local taxpayers are willing to pay more if they can see the results in terms of better local services. Local electors will often be prepared to contribute more for tangible local community benefits, rather than pay an amount where it appears that the council is not active on behalf of the community and is merely administering itself. The council should consider consulting the local community for their views.

Monitoring procedure

During the year the clerk/RFO should produce, at meetings of the Council or its Finance Committee, budget monitoring documents, bank reconciliations, and draft accounts which will enable progress against the budget to be regularly monitored. By reviewing the budget against actual expenditure on a regular basis at the appropriate meetings, the council can control and monitor its finances which will provide early warning of any potential shortfall and what action may need to be taken.

It is possible to delegate some budgets to either officers or a committee if they have responsibility for a specific project, such as the running of a sports facility or the organisation of an event.

The budget and budget monitoring are important as it is not unknown for some councils to overspend and run out of money prior to the year end, or for the precept to have been miscalculated. If this or other unforeseen events should occur, then it is important that the council holds sufficient reserves. Any unspent balances at the year-end will be transferred to the general reserve. Local councils need to hold an amount in reserves to meet unexpected expenditure, otherwise they could run out of money before the end of the financial year.

General Reserves

A council should typically hold between 3 and 12 months expenditure as a general reserve. If the general reserve is too low then it may not be enough to cover unexpected expenditure or emergencies, whilst if the general reserve is too high then local electors have paid a tax which is not being used for the benefit of the local community. Local councils have no legal powers to hold revenue reserves other than for reasonable working capital or for specifically earmarked purposes, therefore the year-end general reserve should not be significantly higher than the annual precept.

Ear Marked Reserves

The council may have Earmarked Reserves for specific projects, where money is allocated for a specific purpose but may not be spent in that financial year. This may include reserves to purchase or renovate a building, develop a sports facility or

community centre. The level of, and continued justification for, Earmarked Reserves should be reviewed by council on a regular basis, and not less than annually.

Election Reserves

Many councils also hold an Election Reserve, as all reasonable costs of holding local council elections can be fully recharged by the district or unitary council to the local council. In the case of contested elections for a council with several wards then these costs can be relatively high. If the amount of reserves at the year-end are above a certain level in relation to the annual precept then the council must advise the external auditor of why this level of reserves is required.

It may be helpful to note that the Budget is an estimate of future expenditure it is not permission to spend itself. Even if the expenditure is clearly stated in the Budget the Council will still need to follow its Financial Regulations when it comes to approving that expenditure.

BUDGET 2023/24

Precept calculations

Tax base £3,187.20 2023/24

NB Tax base £3,193.10 2022/23

<u>Precept</u>	<u>Band D - £</u>
210,000	65.89
219,598	68.90
220,000	69.03 LY 68.90
230,000	72.16
240,000	75.30
245,000	76.87
250,000	78.44
255,000	80.01
235,000	73.38

QUOTATION

Provided by **Neil Holroyd**

Address **Commercial Fire Systems Ltd**
Piercy Works
Piercy Road
Rossendale
Lancashire
BB4 9JW

Telephone: **03331 880 950**

Email: info@commercialfire-systems.co.uk

Web: www.commercialfire-systems.co.uk

Ref No: **CFS-22-053-NAH**

Issues No: **rev01**

Issue Date **07 November 2022**

Customer **Julie Mason**

Customer Address **Bollington Town Council**
Bollington

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