



SUNNINGDALE PARISH COUNCIL

Minutes of the meeting of the Finance Committee **Tuesday 11 February 2020**

1 pm at the Pavilion, Broomhall Lane

Agenda Item – Part I	Actions	
FC40 / 2019	<p>Attendance: Cllr Booth (Chairman), Cllr Evans, Cllr Jacklin</p> <p>Apologies received from: Cllr Buxton</p> <p>In Attendance: R Davies (Clerk and RFO)</p>	
FC41 / 2019	<p>The committee reviewed and approved the minutes of the 3 December 2019.</p> <p>Actions arising from the minutes were as follows:</p> <ul style="list-style-type: none"> • The Clerk to confirm the amended accounts from DCK and post on website • The committee agreed to carry forward the actions to review the facilities available for Goldman Sachs and Nationwide and for the Clerk to bring the banking applications to the next finance meeting for completion • The Clerk updated the committee on the status of the library project and confirmed that with the current budgetary savings being sought by RBWM, the funding for the additional hours of cover as proposed would be unlikely to be available. RBWM budgets to proposed savings of £170,000 on library and customer services provision would be reviewed and resolved at the RBWM council meeting on the 25 February 2020. 	
FC42 / 2019	<p>As there were no members of the public present, the Chairman moved on with the agenda.</p>	
FC43 / 2019	<p>The committee reviewed the budget reports to the end of January 2020 and noted the following:</p> <ul style="list-style-type: none"> • The council is now 83% through the year • 1010/101 Rent is running above budget due to the community room hires with an estimated forecast for year end of £27,668 v's £25,000 budget • 1190/101 Bank Interest is above budget due to the additional reserves held for CIL and council reserves in year with a forecast of £450 v's £200 budget • 4009/100 Travel is higher than budgeted due to the additional meetings at RBWM • 4021/101 Telephone is a historical overrun due to BT contract completion • 1011/202 Rent for the field is now unlikely to achieve the budget of £1,000 as no bookings have been secured for the early year due to the field being waterlogged • 4041/202 Property maintenance is £3,252 v's £1,750 budget; however, this includes £1,425 spent from EMR leaving a YTD actual figure of £1,827 spent against budget • 4043/202 Equipment maintenance also includes £9,415 spent from EMR leaving an actual YTD balance of £2,449 against a budget of £5,000. Note: the grounds equipment annual service invoice is still to be received • 4042/203 Grounds Maintenance Cemetery includes at spend from EMR of £2,659 leaving an actual YTD of £5,387 <p>It was requested that the Clerk investigates the accounting systems ability to report the EMR expenditure against nominal codes in the EMR Column of the budget report</p> <ul style="list-style-type: none"> • 203 all income for cemetery is moving forward and may not achieve the budgeted target resulting in a lower transfer to EMR and lower costs for grave services resulting in a neutral overall effect on the annual budget performance • 1010/204 Rent for the Allotments is charged on the 1st March and is already showing £481 from in year re-rentals; therefore, it is expected to exceed the budget of £1300 by this amount • 4905/901 CP of which there is £4405 to be allocated for the refurbishment of the Christmas Lights leaving a current balance in year of £14000 	

	The committee approved the request by the Clerk to make the in year EMR transfers in line with the agreed budgets during February apart from the EMR transfer for the Cemetery which would be made at the end of the financial year.	
FC44 / 2019	AGAR status The committee were updated by the Clerk that the required response to PKF Littlejohn had been sent in advance of the 3 rd March deadline and included all financial information previously sent to Michael Clarke. The committee thanked the Clerk for the additional work and requested updates as they became available.	
FC45 / 2019	Risk Register The committee reviewed the final version of the risk register and approved the resolution that this now be presented to council on the 10 th March 2020.	
FC46 / 2019	The committee reviewed the requests for budget from the Clerk and resolved to approve the funding for the following: <ul style="list-style-type: none"> • Replacement of the flip top tables in the community room due to damage from use. Since purchase 09/17 the room has brought in £21,857 which is 1,987 hours of bookings. Budget for replacement approved at £1,606 from 4905/901 • Replacement chairs for the committee room. Proposed to utilise the metal chairs which have less parts to fail and are more comfortable to replace the older wooden chairs which are failing. Budget for replacement approved at £196 from 4905/901 • Work required for the Chalet Tender new 3-year lease to include internal repaint, provision and fitting of handwash sink and external painting Budget for sink at £285; External painting at £770 and internal painting at £500 from EMR Property • Community Room upgrade to include an acoustic bi-fold door to separate the room Budget for acoustic screen £4,660 from 4905/901 Quotations for the implementation and upgrade of the Fire safety system at the Pavilion were not available in time for the meeting and will be reviewed at the next committee meeting.	
FC47 / 2019	The committee received an update from the Clerk / RFO on the necessity to transfer the accounting process of the council from Cashbook (Receipts and Payments) to Accrual (Income and Expenditure) on the 3 rd consecutive year end that the council accounts exceeded £200,000 in either income or expenditure. This is forecasted to be the year ending March 2021 (the next budget year). After discussion the committee resolved to approve the following actions: <ul style="list-style-type: none"> • The Clerk / RFO to investigate non council specific software – such as Sage 50C • There is an ongoing requirement from the council to produce additional accounting statements above those which are statutory (AGAR) • The Clerk / RFO to investigate accountancy offerings of local accountants who are not specific to the sector • The Clerk / RFO to investigate the possibility of using external resource for the council accounts as a package • The software chosen would need to incorporate any future requirements to run the VH accounts as a separate “company” 	
FC48 / 2019	Dates for upcoming meetings are to be confirmed	
FC49 / 2019	There was no other business, therefore the Chairman closed Part I of the meeting at 2.20pm. the Chairman convened Part II of the meeting.	