

Minutes of Calne Without Parish Council Finance Committee

Zoom

Wednesday 7th April 2021

Calne Without Councillor Attendance

Present (P) Apologies (A) Did not attend (x)

Jim Cook (Chair)	P	Richard French	P
Katharina Kronig	P	Rob Hislop	P
Ed Jones	P	Alan Malpas	P
Sue Baker	P		

1 Apologies

None

2 Public participation

None

3 Declarations of Interest

None.

4 Minutes

Proposed: Cllr Jones

Seconded: Cllr French

Agreed unanimously: That the Committee approve the Minutes of the meeting held on 27th January 2021 as a true and fair reflection of the motions agreed by the Committee and the discussions that took place and that these be signed by the Chairman as such.

5 End of Year Accounts and Reserves

Councillors supported the Clerks request to continue to publish the information required under the Smaller Authorities Transparency Guidance despite the Council no longer needing to do so. The list of payments of £100 or over has also had the budget headings added and the relationship of those payments to the Receipts and Payments explained to assist understanding by members of the public and new Councillors.

The level of the reserves and under which headings they are held was discussed in relation to grants made for laptops which the Council approved to come from Precept and Sun Edison. Councillors suggested an amendment to the allocation of costs to take the grant to Derry Hill School from Sun Edison and the Kingsbury Green Academy and Cherhill Primary grants from precept. This would leave the General Reserve at £21893.79. The approved End of Year documentation is attached to these minutes.

Proposed: Cllr Malpas

Seconded: Cllr Baker

Agreed Unanimously: That the Committee approved the End of year documentation with the alteration to Sun Edison and General Reserve as shown in the attached document for submission to the auditor.

6 Website training and support

Councillors agreed that the proposal to put in place support for the operation of the website and training the new Clerk was within budget and a sensible course of action.

Proposed: Cllr Kronig

Seconded: Cllr French

Agreed unanimously:

- 1. That the Committee approve the cost of 2 hours training on the Council Website operation with Clearwater at a cost of £100 plus VAT for the new Clerk.**
- 2. That the Committee approves a contract for ongoing website support with Clearwater on the basis of half an hour per month for a 12-month period starting April 2021 at a cost of £50 per hour. That this be reviewed by the Council after 6 months.**

7 Insurance for 2021/22 renewal due on 1st June 2021

The Clerk explained that the insurers had not raised the level of cover for the street furniture to cover all the new bins as the Council's excess was greater than the cost of a replacement bin. The Council long term agreement runs until 2022. Cllrs had no changes to request to the insurance required. Cllr Cook to make enquires of a local long-term resident about the water supply to the Well House.

8 Projects

Cllr discussed the list of projects supplied and confirmed that it covered all the Council's current business. Cllrs discussed the passing of information from outgoing Cllrs to new Cllrs and agreed that contact would be helpful.

Cllrs discussed the need for projects to be progressed and completed and for projects to be identified and brought forward for the CIL Funds.

Proposed: Cllr Malpas

Seconded: Cllr Baker

Agreed unanimously:

- 1. That the new Council should attach priority to the completion of projects with funding approved and further priority should be given to the identification and delivery of projects to utilise the Council's Community Infrastructure Levy Funds within the prescribed time period.**

(£2,112.48 to be spent by April 2023, £119,540.10 to be spent by April 2024, 5yrs from receipt)

- 2. That, unless otherwise advised, outgoing Councillors are happy to be contacted to a reasonable degree about projects that they have taken a lead on.**

(The list of projects and lead Cllrs is attached to the Minutes)

Meeting ended at 8.15pm

Calne Without Parish Council
Finance Committee 7th April 2021

End of Year Accounts and Reserves

The following are the documents to be sent to the internal auditor and placed on the Council's website. Please note that as the Council has an income of above £25,000 the Transparency code for Smaller Councils does not require the Council to post this level of information, oddly the need to publish for Council with income/expenditure between £25,000 and £200,000 is removed, however in the interests of transparency the Finance Committee has agreed that the Clerk continues to publish.

**Summary of Receipts and Payments
Year ended March 31st 2021
Calne Without Parish Council**

2019/20			2020/21	
		Balance B/F 1st April 2019		
£28,456.96		Lloyds Treasury Account	£10,132.77	
£37,394.45		Lloyds 32-day Account	£62,130.02	
£0.00		Unpresented Cheques	£0.00	
		Unity Trust Account	£50,037.43	
		Nationwide 125 day Account	£58,200.47	
£5.52		Petty Cash	£7.52	
	£65,856.93			
		Receipts		£180,508.21
£24,000.00		Precept	£28,161.00	
£119,540.10		Community Infrastructure Levy	£0.00	
£1,044.87		Interest	£404.53	
£795.25		VAT	£2,823.90	
£35.46		Refund/Payment to open account	£1.00	
	£145,415.68			£31,390.43
	£211,272.61			£211,898.64
		Payments		
£9,837.82		Clerks salary, HMRC	£9,164.39	
£150.75		Clerk expenses and Payroll costs	£150.00	

£375.00		Audit Fees	£575.00	
£198.00		Petty Cash	£165.78	
£759.18		Insurance	£751.70	
£7,500.00		Donations	£12,390.87	
£290.42		Hall	£235.23	
£7,815.35		Miscellaneous	£2,479.71	
		Projects	£16,214.54	
£0.00		Election	£101.45	
£1,821.72		Transparency/website	£3,604.71	
£295.19		Training	£290.00	
£1,720.97		VAT	£2,883.48	
	£30,764.40			£49,006.86
	£180,508.21	Balance C/F 31st March 2020		£162,891.78
		Represented by:		
£10,132.77		Lloyds Treasury Account	£2,138.81	
£62,130.02		Lloyds 32-day account	£62,180.64	
£7.52		Petty Cash	£7.52	
£50,037.43		Unity Trust Account	£0.00	
£0.00		Bath Building Society Account	£40,060.33	
£58,200.47		Nationwide 125-day account	£58,504.48	
	£180,508.21			£162,891.78

Expenditure of over £100									
Calne Without Parish Council 2020/21									
DATE OF INVOICE	VAT number	DATE OF CHEQUE/Payment	CHEQUE NO.	PAYEE	DESCRIPTION	Total Inc VAT	VAT	CWPC Budget Heading	Heading on Receipts and Payments
26/03/2020		03/04/2020	BACS	James Cook	Repayment for Namesco Renewal of calnewithout-pc.gov.uk domain name (see entry below)	£179.99	£30.00	IT services	Transparency and Website
25/04/2020	155294693	07/04/2020	BACS	Oakford IS	Web Hosting 6/4/20 to 5/4/21	£789.26	£131.54	IT services and Email system	Transparency and Website
21/04/2020	190173669	23/04/2020	BACS	Idverde	Bin emptying 1/4/20 to 30/4/20	£105.00	£17.50	Bin emptying	Miscellaneous
24/04/2020	592526420	05/05/2020	BACS	Broxap	Purchase of bin for Stockley	£100.80	£16.80	Projects Reserve 1	Projects
30/04/2020		05/05/2020	BACS	Sarah Glen	Clerks salary plus 4 hours OT for Mar20	£690.78	£0.00	Clerk	Clerk
30/04/2020		20/05/2020	BACS	Came and Compnay	Insurance	£751.70	£0.00	Insurance	Insurance
11/05/2020	847079201	20/05/2020	BACS	Auditing Solutions	Inetrmal audit 2019/29	£210.00	£35.00	Audit	Audit
01/04/2020	639436805	20/05/2020	BACS	WALC	Subscription 2020/21	£1,046.38	£174.40	WALC	Miscellaneous
31/05/2020		10/06/2020	BACS	Sarah Glen	Clerks salary plus 8 hours OT for Apr20	£736.58	£0.00	Clerk	Clerk
01/08/2020		15/07/2020	BACS	SLCC	Membership 2020/21	£126.00	£0.00	SLCC	Miscellaneous
30/06/2020		10/07/2020	BACS	Sarah Glen	Clerks salary June plus 8hours OT for May	£736.58	£0.00	Clerk	Clerk
30/06/2020	639436805	15/07/2020	BACS	WALC	CILCA 4 part support course	£240.00	£40.00	Training Reserve 1	Projects
29/06/2020		15/07/2020	BACS	G Fowler Carpentry and Joinery	2X oak notice boards for Derry Hill and Studley	£1,620.00		Projects Reserve 1	Projects
29/07/2020		28/07/2020	BACS	Sarah Glen	Clerks Salary July 2020 plus 8hours OT June	£736.58		Clerk	Clerk
23/07/2020	190173669	28/07/2020	BACS	Idverde	Bin emptying 01/07/20 to 31/07/20	£105.00	£17.50	Bin emptying	Miscellaneous
11/08/2020		13/08/2020	BACS	SLCC	CILCA Fees Sarah Glen	£350.00		Training Reserve 1	Projects
26/08/2020		26/08/2020	BACS	Sarah Glen	Salary Aug 2020 plus 8 hours OT	£736.58		Clerk	Clerk
03/09/2020	592526420	16/09/2020	BACS	Broxap	Buckingham benches and fixings	£1,376.40	£229.40	Projects Reserve 1	Projects
15/09/2020		16/09/2020	BACS	Villages Magazine	Yearly subscription	£150.00		publicity	Miscellaneous
		13/10/2020	BACS	Sarah Glen	Salary Sept 2020 plus 8 hours OT	£736.58		Clerk	Clerk
02/09/2020	440498250	13/10/2020	BACS	PKF Littlejohn	External Audit	£480.00	£80.00	Audit	Audit
29/09/2020	190173669	13/10/2020	BACS	Idverde	Bin emptying 01/09/20 to 30/09/20	£135.00	£22.50	Bin emptying	Miscellaneous
19/10/2020	190173669	10/11/2020	BACS	Idverde	Bin emptying 01/10/20 to 31/10/20	£108.00	£18.00	Bin emptying	Miscellaneous
		10/11/2020	BACS	Sarah Glen	Salary October 2020 plus 6 hours OT September	£713.68		Clerk	Clerk
03/11/2020	639436805	10/11/2020	BACS	WALC	Councillor Training session 16th Nov 2020	£240.00	£40.00	Training	Training
17/10/2020		10/11/2020	BACS	Bristol Avon Rivers Tr	Upper Marden River Survey	£5,000.00	£0.00	Projects	Projects
10/11/2020		15/12/2020	BACS	Derry Hill and Studley Heartbeat	Grant for Defibrillator maintenance	£350.00	£0.00	Projects	Donations
18/11/2020		15/12/2020	BACS	Derry Hill Inspire Mag	Annual payment for editorial space	£160.00	£0.00	Publicity	Miscellaneous
25/11/2020	886250889		BACS	Oakford Technology	Office 365E1 Licence x2	£172.80	£28.80	Projects	Projects
24/11/2020	190173669		BACS	Idverde	Bin empty 01/11/20 to 30/11/20	£108.00	£18.00	Bin emptying	Miscellaneous
26/11/2020	592526420		BACS	Broxap	Dog waste bin Studley	£199.20	£33.20	Projects	Projects
03/12/2020	800927742	03/12/2020	BACS	Digi print Chippenham	A4 folded leaflets playground consultation	£123.50		Projects	Projects
30/11/2020		03/11/2020	BACS	Sarah Glen	Salary Nov 2020 plus 8hrs OT October	£736.58		Clerk	Clerk
17/11/2020	667830108	17/11/2020	BACS	Newsquest	Advert for Parish Council vacancy	£121.74	£20.29	Elections	Elections
04/11/2020		14/12/2020	BACS	Wiltshire council	Contribution to Stockley Gateways	£1,675.87		Reserve 1	Projects
04/11/2020	448433045	14/12/2020	BACS	ASF Signs	Broads Green Signs	£1,074.00	£179.00	Projects	Projects
04/12/2020		14/12/2020	BACS	Sarah Glen	Petty cash repayment	£147.88		Petty Cash	Petty Cash
31/12/2020			BACS	Sarah Glen	Salary December 2020 plus 12 hours OT and back pay as approved 11/12/2020	£955.63		Clerk	Clerk
22/12/2020	190173669	11/01/2021	BACS	Idverde	Bin emptying 01/12/2020 to 31/12/2020	£120.00	£20.00	Bin emptying	Miscellaneous
26/01/2021	886250889	29/01/2021	BACS	Oakford Technology	Remote IT support services 18th Jan 2021 to 17th Jan 2022	£2,764.80	£460.80	IT services	Transparency and Website
28/01/2021		29/01/2021	BACS	Sarah Glen	Salary Jan 2021 plus 8 hours OT for Dec 2020	£754.04		Clerk	Clerk
27/01/2021	160963109	29/01/2021	BACS	Clearwater	4 hours marketing support for website	£240.00	£40.00	IT development	Transparency and Website
01/02/2021	863090034	10/02/2021	BACS	Entran	Phase 1 Road Safety Feasibility Study	£5,760.00	£960.00	Projects	Projects
08/02/2021		09/02/2020	BACS	Derry Hill school	Grant for laptops	£4,300.00	£0.00	Grants	Donations
08/02/2021		09/02/2020	BACS	Cherhill School	Grant for laptops	£3,658.00	£0.00	Grants	Donations
08/02/2021		09/02/2020	BACS	Kingsbury Green Acad	Grant for laptops	£2,250.00	£0.00	Grants	Donations
08/02/2021		25/02/2021	BACS	Stehen Cox Garden Tr	Grant for repairs and refurbishment	£1,570.87	£0.00	Grants	Donations
01/03/2021		09/03/2021	BACS	Sarah Glen	Salary February 2021 and 8hours OT Jan 2021	£754.04	£0.00	Clerk	Clerk
22/02/2021	190173669	09/03/2021	BACS	Idverde	bin emptying 01/02/2021 to 28/02/2021	£108.00	£18.00	Bin emptying	Miscellaneous
23/02/2021	639436805	09/03/2021	BACS	WALC	Cllr training x3	£108.00	£18.00	Training	Training
		15/03/2021	BACS	Calne Bowls Club	Grant for Purchase of woods	£262.00	£0.00	Grants	Donations
22/03/2021	190173669	26/03/2021	BACS	Idverde	Bin emptying 1/03/21/ to 31/03/21	£135.00	£22.50	Bin emptying	Miscellaneous
25/03/2021		26/03/2021	BACS	Sarah Glen	salary for March 2021 plus 8 hours OT for Feb and 3 hour admin for CATG	£800.01	£0.00	Clerk	Clerk

NB all VAT shown is recoverable.

Calne Without Parish Council
Grants and Donation 2020/21

Organisation/ Charity	Purpose of Grant	Amount	LGAct 1972 S137
Derry Hill and Studley Heartbeat	Grant for Defibrillator maintenance	£350.00	£350.00
Derry Hill Primary School	Grant for laptops	£4,300.00	£4,300.00
Cherhill Primary School	Grant for laptops/iPads	£3,658.00	£3,658.00
Kingsbury Green Academy	Grant for laptops	£2,250.00	£2,250.00
Stephen Cox Garden Trust	Grant for repairs and refurbishment	£1,570.87	£1,570.87
Calne Bowls Club	Grant for purchase of woods	£262.00	£0.00

Reserves

As part of the external audit process the Council indicates its reserve held. The reserves are as follows:

Name	Description	Amount
Reserve 1	Payments Committed with orders:	£6770.00
	Lower Compton Speed limit and clearway (CATG 30%)	£2000.00
	Church Road Derry Hill Waiting restrictions (CATG 30%)	£1050.00
	Road Safety Feasibility Study (Phase 2)	£3720.00
Reserve 2	Committee approval granted but project incomplete:	£400.00
	Kissing Gate CALW35 Quemerford	£400.00
Reserve 3	Sun Edison Reserve	£16945.41
Reserve 4	Community Infrastructure Levy Reserve	£116882.58
	Total CIL held (£2,112.48 to be spent by April 2023, £119,540.10 to be spent by April 2024, 5yrs from receipt)	£121625.58
	-CIL allocated to project in Reserve 1	-£1050
	-CIL allocated to Road Safety Feasibility Study in Reserve 1	-£3720
General Reserve	General Reserve	£21893.79

The Council is showing a General reserve of £21893.79

The Budget for 2021/22 has running costs of £29,682.00 so the reserve is running at just over 70% of running costs.

Calne Without Parish Council
Finance Committee 7th April 2021

Projects

The following list of projects and regular commitments is set out as a review of the Council's work going into the new financial year and the term of a newly elected Council.

Projects

Approved and /or contracts signed (Reserve 1)

- Lower Compton Speed Limit and Clearway (CATG) [Cllr Jones](#)
- Church Road Derry Hill Waiting restrictions (CATG) [Cllr Jones](#)
- Road Safety Feasibility Study (include Studley Lane Parking). [Cllrs Cook Malpas and Robbins](#)

Approved funding allocated (Reserve 2)

- Kissing Gate Quemerford [Cllr Songhurst](#)

Ongoing projects no funding allocated

- River Marden Study [Cllr Hislop](#)
- Church Road Community Speed Watch [Cllr Malpas](#)
- Website improvements [Cllrs Cook, Malpas and Kronig](#)

Projects started but to be considered further and funding allocated if appropriate

- SID/VASS proposal [Cllr Malpas](#)
- Grit bins Stockley and Studley Gardens. [Cllr Baker](#) [Cllr Cook](#)
- Lansdowne Arms Bus stop [Cllr Rees](#)
- Stockley Methodist Cemetery [Cllr Baker](#)
- Sustrans Route 403 east of Calne Signage [Cllr Songhurst](#)
- Derry Hill & Studley Footpath and cycleway signage [Cllrs Jones French Rees Robbins and Maddicks and Malpas](#)
- Planters [Cllr Robbins, Oram, and Baker](#)
- Footpath rights of Way improvements
- Covid-19 Recovery [Cllrs on Finance Committee](#)
- Dementia Awareness [Cllr Jones](#)

Regular expenditure requests to be approved each year

- Road closure Church Road for Remembrance Sunday (cost of signage)
- Derry Hill Fete [Cllr Rees](#)
- Stockley and Heddington Steam Rally [Cllr Baker](#)
- InSPIRE Magazine [Clerk has contacts](#)
- Villages Magazine [Clerk has contacts](#)
- Defibrillator Maintenance [Cllr Rees](#)

Contracts ([Clerk has contacts](#))

- Bin emptying ([Idverde](#))

- Payroll (Simon Day and Co)
- IT support (Oakford IS)
- Noticeboard Maintenance (Greg Fowler)
- Goal Post inspection (RoSPA Play Safety, combined with other Parishes to be confirmed when lockdown is lifted).

The following is the budget approved for 2021/22.

Budget 2021/22

Spending Category	Approved Budget
Training	£1,500.00
Hall Hire	£400.00
Clerk	£12,000.00
Insurance	£810.00
Audit	£700.00
IT Services	£1,500.00
IT Development	£2,500.00
Email System	£660.00
Bin Emptying	£1,500.00
Election Provision	£2,400.00
Petty Cash	£200.00
Equipment and Facility Inspection and Maintenance	£750.00
Credit Card	£32.00
Society of Local Council Clerks (SLCC)	£130.00
Wiltshire Association of Local Councils (WALC)	£1,100.00
Public Participation, Exhibitions, Events, Advertising and Communication	£1,000.00
Neighbourhood Plan	£2,000.00
Projects: Running costs	£500.00
ROAD SAFETY	£15,000.00
INFRASTRUCTURE	£5,000.00
MAINTENANCE	£5,000.00
COMMUNITY IMPROVEMENTS	£1,000.00
COMMUNITY FACILITIES	£3,000.00
ENVIRONMENT& INFRASTRUCTURE	£5,000.00
STATUS	£150.00
Covid-19 Recovery	£1,000.00
Defibrillator Maintenance	£350.00
TOTAL BUDGET	£65,182.00
Reserve 1 Orders Placed: Lower Compton Speed limit, Church Road Waiting Restrictions Road Safety Feasibility Phase2	(£2000 + £1050+ £3720) = £6770

Reserve 2 Approved Projects: Kissing Gate Quemerford	£400
Reserve 3 Sun Edison	£19257.41
Reserve 4 Community Infrastructure Levy	£121652.58
General Reserve at 31 st March 2021	£14810.16

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