



ALDINGBOURNE PARISH COUNCIL

Parish Office: C/o Aldingbourne Community Sports Centre, Olivers Meadow, Westergate, PO20 3YA
Office Number: 07523 243068 Email: clerk@aldingbourne-pc.gov.uk

Date: 19th February 2021

Dear Councillor,

You are hereby summoned to a remote meeting¹ of the Aldingbourne Parish Council Finance and Personnel Committee meeting to be held via Zoom on 25th February 2021 at 7pm.

To join the meeting please click on the link below:

Clerk to Aldingbourne PC is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/88536722370?pwd=RDJGWVM1eElxWUI2a2pWRVNwNUlLQT09>

Meeting ID: 885 3672 2370

Passcode: 186879

If you would like to join the meeting please contact the office on clerk@aldingbourne-pc.gov.uk before 12pm on the 24th February 2021.

Yours Faithfully

Lindy Nash
(Clerk)

Note: Members of the Press & Public are invited to attend under the Public Bodies (Admission to Meetings) Act 1960.

Under the Openness of Local Government Bodies Regulations 2014, any members of the public or press are allowed to take photographs, film and audio record the proceedings and report on all public sections of the meeting.

Under the Local Government Act (LGA) 1972 Sch 12 10(2)(b), Council are unable to make any decision on matters not listed within the agenda.

This meeting is being held remotely under the Local Authorities (Coronavirus) (Flexibility of Local Authority Meetings) (England) Regulations 2020

AGENDA

1. Apologies for absence:
To receive apologies for absence.
2. Declarations of Interest:
Declarations under the Code of Conduct – Members are reminded that they are required to make a declaration in relation to any item on this Agenda in which they may have an interest.
3. Public Participation
The Public Forum will last for a period of up to 15 minutes during which members of the public may ask layout, or draw attention to, relevant matters relating to the business on the agenda. Each speaker is limited to 3 minutes. Business of the meeting will start immediately following the public forum.
4. Minutes of Previous Meetings held by Council
To receive and approve the minutes of the last Finance and Premises meeting held on the 17th December 2020, as previously circulated and placed on the website.
5. To consider any urgent matters that cannot wait until the next meeting
For Council to discuss any matters considered urgent.
6. To receive Clerk's report on Finance Committee actions from previous meetings
7. To agree the Aldingbourne Parish Council 2021/2022 budget
For the Finance Committee to agree and then propose to Full Council at its next meeting.
8. To agree the 2021/2022 Earmarked Reserves, Direct Debits and Grants (as applicable)
For the Finance Committee to recommend and then propose to Full Council at its next meeting.
9. To clarify position on Staff Pension Payments
10. To update regarding VAT reclaim
11. To agree Staff Timesheet Records
12. To update re future Financial Monitoring procedures
13. To receive an update on the Rialtas Finance System for the financial year 2020/21 –
to include an update regarding Clerk training and booking of closedown procedures
14. To receive update on 2020/21 External Audit
15. To note progress re updating Bank Signatory Mandate
16. To note new APC postal address and procedures re collection/distribution of mail

17. To receive any Finance Committee Correspondence not noted elsewhere on the Agenda

18. To agree date of next Finance Committee Meeting

DRAFT

APC Budget 2021/2022

Budget

Precept 135.6k

2021/2022

1 ACSC (£30k pa rebuild agreed)	£ 30,000.00	It is noted that an allocation of £25k is potentially needed for 'pump priming' ACSC activities (could be covered from 20/21 underspend)
2 Allotment Costs	£ 5,000.00	This amount was noted on the last APC budget plan - however, funds are anticipated from allotment bank account so could be amended
3 Audit Fees	£ 800.00	
4 Bus Shelter Expenses	£ 1,500.00	
5 Chairman Allowance	£ 600.00	
6 Christmas Project	£ 600.00	Budget reflects allocation to Xmas hampers this year and possibility of doing similar next year
7 Copier/Stationery	£ 500.00	Budget reflects toner, paper and any additional supplies for copy work undertaken by the Clerk and Cllr Blaylock
8 Councillor allowance	£ 5,000.00	Sufficient to cover allowances for 9 Councillors in addition to the Chair's allowance noted above
9 Cllr Training	£ 1,500.00	
10 Equipment renewal/purchase	£ 2,000.00	
11 Grounds Maintenance	£ 2,500.00	Based on current contract re Oliver's Meadow grass cutting + litter picks
12 Grants s137	£ -	Facility not currently used but under consideration
13 Insurance Premiums	£ 2,000.00	Covering £1800 re current playground insurance premiums + £200 re additional potential cover for APC portable assets such as mobile phone and IT kit
14 Legal Services	£ 15,000.00	Per budget planning - to cover Barrister advice etc
15 Neighbourhood Plan	£ 10,000.00	Per budget planning
16 Social Media	£ 2,000.00	Budget based on current costs re Fandango contract
17 Notice Boards/Parish Signs	£ 200.00	
18 Parish Meeting	£ 200.00	
19 Playground Maintenance/replacement	£ 3,000.00	Based on previous year's spend
20 Planning Consultancy	£ 15,000.00	Per budget planning - re commissioning advice to defend future proposals/challenges
21 Professional Development	£ 1,500.00	Staff training budget
22 PWLB Repayments	£ 500.00	£227 payable hslf yearly to 2025
23 Remembrance Day Expenses	£ 100.00	2 poppy wreaths
24 Salaries	£ 21,000.00	Covering Clerk's current 15 hour a week contract
25 Subscriptions/ Service agreements	£ 5,500.00	Details of 'breakdown' shown below

30 Reserve (10% of precept)	£ 13,600.00
	£ 139,600.00

2021/2022

INCOME

90 Allotment Rent		work in progress
91 Grants	£ -	
93 Miscellaneous Income	£ -	
94 Precept	£ 135,600.00	
95 Estimated VAT Reclaim	£ 4,000.00	
	£ 139,600.00	

Full Council has agreed 21/22 precept should remain at £135,598 (as for 2020/21)

earmarked reserves 2021/2022

ACSC Redevelopment Fund	£ 30,000.00
NB An additional £30k was earmarked for this purpose in 2020/21	
Total	£ 30,000.00

yearly - Fandango Facebook Mngt	Noted above re Social Media	£ 1,800.00
yearly - MH Kennedy grass cutting and litter picks	Noted above re Grounds Maintenance	£ 2,500.00

BREAKDOWN OF SUBSCRIPTIONS / SERVICE AGREEMENTS:

yearly - payroll support	Noted above re Subscription/Service Agreement	£ 150.00
yearly - Information Commissioner Office annual Data Protection Registration	Noted above re Subscription/Service Agreement	£ 35.00
yearly - JNR - annual IT support package	Noted above re Subscription/Service Agreement	£ 1,000.00
yearly - website hosting	Noted above re Subscription/Service Agreement	£ 480.00
yearly - IT licence fees	Noted above re Subscription/Service Agreement	£ 1,200.00
yearly - WSALC,NALC, subscriptions	Noted above re Subscription/Service Agreement	£ 2,500.00

Direct Debit payments

ICO - Information Commissioner	Currently £35	yearly
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Approved by the Finance Committee min no.

Approved by Council min no.

signed by Chairman