

# Chalfont St Giles Parish Council

*Helen Griffiths, Clerk to the Council*

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14/19

To the Chairman and members of the Finance & General Purposes Committee

You are hereby summoned to attend a meeting of the Finance and General Purposes Committee which will be held at 8.00 p.m. on Monday 25 March 2019 in the Gardens Association Hall, School Lane, when the business set out below is to be transacted.

## **AGENDA**

### **Public Forum.**

- 1. Apologies for absence.**
- 2. Minutes of the meeting held on 25 February 2019 report 10/19.**
- 3. Declarations of Interest.**
- 4. Correspondence:**
  - 4.1. Letter from Buckinghamshire Building Society reducing the investment allowances in the Business account.**
  - 4.2. Email from a resident detailing congestion on Roughwood Lane.**
  - 4.3. Email from a resident asking for help with road safety issues on the A413 junction with Mill Lane.**
- 5. Correspondence received after the circulation of the agenda.**
- 6. Current Matters:**
  - 6.1. To update maintenance requirements of the Community Library building.**
  - 6.2. To update the Football Club lease maintenance programme.**
  - 6.3. To update the renewal contract for the phone mast at the recreation ground.**
  - 6.4. To agree the wording for the Village Improvement and Enhancement Fund Policy.**
  - 6.5. To update on the issues with the bowling club.**
  - 6.6. To discuss the amendments to the war memorial.**
  - 6.7. To discuss village establishments.**
  - 6.8. To agree a sponsorship policy**
  - 6.9. To discuss the end of year internal audit criteria.**
  - 6.10. To assess and approve grant applications.**
    - 6.10.1. Medi SOS bags**
    - 6.10.2. All Together Community CIC**
- 7. Payment of Accounts:**
- 8. Items for future agendas.**
- 9. Date of next meeting: Monday 22 April 2019 at 8pm**

20 March 2019

*Helen Griffiths* Clerk to the Council

In accordance with the Openness of Local Government Bodies Regulations Act 2014, all non-confidential supporting documentation is available to view from the Parish Council Offices.

**Detailed Balance Sheet - Excluding Stock Movement****Month 11 Date 28/02/2019**

| <u>A/c</u>                  | <u>Description</u>        | <u>Actual</u>  |
|-----------------------------|---------------------------|----------------|
| <i>Current Assets</i>       |                           |                |
| 105                         | VAT Control Account       | 1,367          |
| 200                         | Current/Reserve Account   | 526,103        |
| 210                         | Reserve Account 2         | 1,861          |
| 215                         | Building Society          | 185,290        |
| 250                         | Petty Cash                | 17             |
| <b>Total Current Assets</b> |                           | <b>714,639</b> |
| <i>Represented by :-</i>    |                           |                |
| 300                         | Current Year Fund         | 52,078         |
| 310                         | General Reserves          | 94,826         |
| 320                         | Capital Reserve           | 3,226          |
| 330                         | EMR Footway Lighting      | 140,000        |
| 332                         | EMR Stone End             | 3,000          |
| 334                         | EMR Cemetery              | 10,636         |
| 336                         | EMR Play Areas            | 12,942         |
| 338                         | EMR Back Orchard          | 1,720          |
| 340                         | EMR Machinery & Equipment | 30,148         |
| 344                         | EMR Multisport Ballcourt  | 9,859          |
| 346                         | EMR Library               | 24,000         |
| 348                         | EMR Tractor Fund          | 37,600         |
| 350                         | EMR Tractor Shed          | 18,680         |
| 352                         | EMR Office Equipment      | 10,700         |
| 354                         | EMR Office Project        | 240,000        |
| 356                         | EMR Tennis Court          | 8,717          |
| 358                         | EMR War Memorials         | 3,500          |
| 364                         | EMR MVAS Signs            | 4,000          |
| 366                         | EMR Election              | 8,007          |
| 368                         | EMR Trees                 | 1,000          |
| <b>Total Equity</b>         |                           | <b>714,639</b> |

20/03/2019

**Chalfont St Giles Parish Council Current Year**

12:59

**Nominal transactions totalling £500.00 or more**

**for the period 01/02/2019 to 28/02/2019**

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| <u>A/c Code</u> | <u>Centre</u> | <u>Date</u> | <u>Source</u> | <u>Mnth</u> | <u>Transaction Ref</u> | <u>Transaction Detail</u>      | <u>Amount</u> |
|-----------------|---------------|-------------|---------------|-------------|------------------------|--------------------------------|---------------|
| 4045            | 100           | 15/02/2019  | Cashbook      | 11          | DD                     | Street Lighting electricity    | 651.66        |
| 4000            | 100           | 27/02/2019  | Cashbook      | 11          | OP266                  | Wrong input                    | 700.00        |
| 4000            | 100           | 27/02/2019  | Cashbook      | 11          | OP266                  | Error Payment added to credit  | 700.00        |
| 4000            | 100           | 27/02/2019  | Cashbook      | 11          | OP266                  | Error payment. added to credit | 700.90        |
| 4110            | 100           | 27/02/2019  | Cashbook      | 11          | OP269                  | Office Rental                  | 1,875.00      |
| 4000            | 100           | 28/02/2019  | Cashbook      | 11          | OP265                  | PAYE                           | 1,544.74      |
| 4000            | 100           | 28/02/2019  | Cashbook      | 11          | OP267                  | Payroll                        | 3,845.54      |
| 4105            | 100           | 28/02/2019  | Cashbook      | 11          | OP272                  | One Hour Free Car Park         | 1,011.11      |

No of Records Found

8

## Summary Income &amp; Expenditure by Budget Heading 28/02/2019

Month No: 11

## Cost Centre Report

|                                |                                | Actual<br>Current Mth  | Actual Year<br>To Date | Current<br>Annual Bud | Variance<br>Annual Total | Committed<br>Expenditure | Funds<br>Available | % Spent      |
|--------------------------------|--------------------------------|------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|
| 100                            | General Administration         |                        |                        |                       |                          |                          |                    |              |
|                                | Income                         | 82                     | 225,695                | 224,541               | (1,154)                  |                          |                    | 100.5%       |
|                                | Expenditure                    | 10,396                 | 127,487                | 192,140               | 64,653                   |                          | 64,653             | 66.4%        |
|                                | Net Income over Expenditure    | <u>(10,314)</u>        | <u>98,208</u>          | <u>32,401</u>         | <u>(65,807)</u>          |                          |                    |              |
|                                | plus Transfer from EMR         | 0                      | 0                      |                       |                          |                          |                    |              |
|                                | Movement to/(from) Gen Reserve | <u>(10,314)</u>        | <u>98,208</u>          |                       |                          |                          |                    |              |
| 110                            | Library                        |                        |                        |                       |                          |                          |                    |              |
|                                | Income                         | 0                      | 1                      | 1                     | 0                        |                          |                    | 100.0%       |
|                                | Expenditure                    | 0                      | 0                      | 500                   | 500                      |                          | 500                | 0.0%         |
|                                | Movement to/(from) Gen Reserve | <u>0</u>               | <u>1</u>               |                       |                          |                          |                    |              |
| 200                            | General Open Spaces            |                        |                        |                       |                          |                          |                    |              |
|                                | Income                         | 0                      | 8,581                  | 12,198                | 3,617                    |                          |                    | 70.3%        |
|                                | Expenditure                    | 617                    | 55,662                 | 46,500                | (9,162)                  |                          | (9,162)            | 119.7%       |
|                                | Net Income over Expenditure    | <u>(617)</u>           | <u>(47,081)</u>        | <u>(34,302)</u>       | <u>12,779</u>            |                          |                    |              |
|                                | plus Transfer from EMR         | 0                      | 10,800                 |                       |                          |                          |                    |              |
|                                | Movement to/(from) Gen Reserve | <u>(617)</u>           | <u>(36,281)</u>        |                       |                          |                          |                    |              |
| 210                            | Cemetery                       |                        |                        |                       |                          |                          |                    |              |
|                                | Income                         | 100                    | 1,050                  | 3,000                 | 1,950                    |                          |                    | 35.0%        |
|                                | Expenditure                    | 0                      | 100                    | 600                   | 500                      |                          | 500                | 16.7%        |
|                                | Movement to/(from) Gen Reserve | <u>100</u>             | <u>950</u>             |                       |                          |                          |                    |              |
| Grand Totals:- Income          |                                | <b>182</b>             | <b>235,327</b>         | <b>239,740</b>        | <b>4,413</b>             |                          |                    | <b>98.2%</b> |
| Expenditure                    |                                | <b>11,013</b>          | <b>183,249</b>         | <b>239,740</b>        | <b>56,491</b>            | <b>0</b>                 | <b>56,491</b>      | <b>76.4%</b> |
| Net Income over Expenditure    |                                | <u><b>(10,830)</b></u> | <u><b>52,078</b></u>   | <u><b>0</b></u>       | <u><b>(52,078)</b></u>   |                          |                    |              |
| plus Transfer from EMR         |                                | <b>0</b>               | <b>10,800</b>          |                       |                          |                          |                    |              |
| Movement to/(from) Gen Reserve |                                | <u><b>(10,830)</b></u> | <u><b>62,878</b></u>   |                       |                          |                          |                    |              |