

RFO report for 7 May 2019 PC meeting (Position at 30 April 2019)

1. Financial statement

Community Account balance per bank statement 29 Mar 2019	£22,371.03
Business Savings Account balance per bank statement 29 Mar 2019	£5,148.21
Unpresented receipts	£6411.50
Balance	£33,930.74
Unpresented approved cheques	(£462.55)
Orders requested for approval	(£2118.76)
Net Balance (assuming approval of orders requested)	£31,349.43

2. Orders requested for approval

Issued cheques requested for approval	Cheque	Sum
Kelvin Hawes – Grass cutting	101509	£200.00

Unissued cheques requested for approval	Cheque	Sum
J Dark – Clerk salary Mar/Apr	101510	£ 465.84
J Dark – Clerk expenses Mar/Apr	101511	£ 39.73
BDC – Bin emptying 18-19	101512	£ 470.08
SALC- Payroll	101513	£54.00
Kelvin Hawes – Grass cutting	101514	£200
SALC- Annual sub	101515	£320.68
SCC streetlighting bill 18-19	101516	£368.43
Total		1918.76

3. Unpresented approved cheques

Item	Cheque	Sum
J Dark – Clerk salary Jan/Feb	101506	£380.86
J Dark – Clerk expenses Jan/Feb	101507	£46.69
VH – Hire	101508	£35.00
Total		£462.55

4. Bank reconciliation

Cash book opening balance 1 April 2019	£27,056.69
Unpresented Receipts - precept first payment	£6411.50
Community A/C payments	(£2118.76)
Cash book balance:	£31,349.43

5. Appointment of grass cutting contractor

Members are asked to note the contractor's acceptance of the agreement for 2019/20.

6. War memorial refurbishment

Quotes for the War Memorial refurbishment have been received. Members are requested to resolve which quote to accept.

7. Groundwork grant

The end of grant report has been returned to Groundwork. Approximately £2.25k is unspent. The council has the choices set out below. Members are requested to resolve which course the council should take:

- Retain the remaining funds for spend on administrative items in line with the original award - funds can be retained until March 2022;
- File a project change request so the funds can be spent on initial work on the NHP Landscape Character Assessment;

- Return the unspent funds so that a new grant application can be made to cover the full cost of the Landscape Character Assessment and administrative items – total funding available is £9k. At this stage the £9k is thought to cover the full LCA cost and £2k (to be confirmed by SB) of the administrative requirements remaining from the original grant application. With VAT reclaim it may well cover the full administrative requirements.

8. Church clock

Smiths of Derby have offered contract renewal of £460 plus VAT for 3 years or a rate of £166 plus VAT for one year. This compares to £438 plus VAT for the previous three-year term. Members are asked to approve the three-year renewal. This item was not accounted for in the budget but there will be sufficient funds.

9. CILCA costs and support

At the March meeting members requested information on the support the council would be required to provide to the clerk should the council determine that the clerk should proceed with the CILCA qualification.

- At the training course, the clerk asked others present what support their councils are providing in terms of payment for additional hours. Additional funding for four hours work per week had been agreed by some councils amounting to an estimated c£1.2k at the clerk's current pay rate.

- Registration with the awarding body would cost an additional £300.

- The training by SALC has been undertaken at a cost of £200 (ex VAT)

- The council would provide general support – e.g. purchasing any required books and manuals. This would not be a substantial cost – perhaps up to £100 if anything
Other support expectations are in the Learning Agreement.

In the budget c£800 was allocated to CILCA. To date c£300 has been spent on the training and clerk time at the course. The amount allocated in the budget will not be sufficient.

10. Budget format

As part of CILCA preparation, SALC has sent through a suggested format for the budget which clearly separates out projects as ongoing items for which expenditure has been earmarked. The annual budget appears to be presented as business as usual items. It is recommended that the clerk re-present the budget in this format for a future meeting as a more transparent way of budgeting.