



MINUTES

Meeting: FINANCE AND
PERFORMANCE COMMITTEE

Date: 13th February 2019

Time: 11.00am

Venue: COUNCIL OFFICES, HAINAULT ROAD, CHIGWELL

PRESENT: Councillors (4)

John Knapman (Chairman), Brian Sandler and Darshan Singh Sunger.

Officers (2)

Anthony Belgrave – Clerk to the Council.

Mark Hembury – Responsible Financial Officer

Also in Attendance (0)

There were no members of the public in attendance.

18.47 APOLOGIES FOR ABSENCE (4)

Councillors: Naveed Akhtar, Richard Alvin, Roger Farthing and Barry Scrutton.

18.48 OTHER ABSENCES (0)

None.

18.49 MINUTES

The minutes of the meetings held on 3rd December 2018 were **CONFIRMED**.

18.50 DECLARATIONS OF INTEREST

Members **NOTED** that there were no Declarations of Interest.



18.51 REVIEW OF THE 2018/2019 BUDGET

Members **NOTED** the income and expenditure report for the 2018/19 financial year from 1st April 2018 to 31st January 2019. Members carefully examined this report and discussions then took place, during which the Responsible Financial Officer advised members of some of the noteworthy aspects of the budget. The Chairman enquired as to the reason for the apparent excessive expenditure for ‘Vandalism & Security’ Code: 4128. In response, the Responsible Financial Officer advised members this was due to the purchase of Fire Extinguishers, which in terms of the budget are regarded as a security coded item. The Chairman also requested an explanation concerning the item ‘Travel’ Code: 151. In response, members were advised this expenditure was due to the travel costs incurred by the Assistant Cemetery Technician attending a series of training apprenticeship course at college in Enfield. Members were advised that a suggestion had been received to present the Income and expenditure report to the council, on a monthly basis. The Chairman stated that the implementation of such a policy would be a significant and unnecessary drain on staff, further it is not the procedure followed by Epping Forest District Council. He proposed this report could be presented on a quarterly basis, during the following months: June, September, November and April.

After further discussions, it was then moved by the Chairman and **RESOLVED** that:

- This information be **NOTED**.
- The income and expenditure report for the 2018/19 financial year from 1st April 2018 to 31st August 2018 be **NOTED**.

18.52 BUDGET VIREMENT PAYMENT REQUESTS

Members were reminded that at the meeting held on 7th November 2018, this committee approved the adoption of a Budget Virement Policy. This policy allows the transferring of a revenue budget from one budget heading to another. Further, this policy may be utilised to amend budgets due to arising circumstances, or to reflect anticipated changes in the pattern of future income and expenditures. The Responsible Financial Officer further advised members that, in accordance with this policy certain virement payments require authorisation by this committee. These payments will have no impact upon the council’s monetary reserves and no net change within individual council budgets. These payments reflect observed changes in the pattern of expenditure and projected expenditure over the next two months. Members were also advised that whilst this policy has been adopted by the council, accordant amendments to the Financial Regulations are required to avoid inconsistent instructions and to allow this committee to effectively manage minor virement changes. Members then **CONSIDERED** the proposed virement payments as detailed in the appendix and after further discussions, it was moved by the Chairman and **RESOLVED** that:

- This information be **NOTED**.



- A proposal to amend Financial Regulation 4.2 so it aligns with the Virement Policy, be considered at the next council meeting.
- The following virement payments be **APPROVED**:

From code 4243/101 (Neighbourhood Plan) to:

CODE	DESCRIPTION	AMOUNT (£)	REASON
4100/101	Printing and Stationery	300	Increased volume of printing and ink
4005/101	Staff pension costs	3000	One staff member has now opted for scheme
4128/101	Vandalism/Security	1000	Costs of extinguisher replacement
4141/101	General Expenses	200	Accumulated expenses
4151/101	Mileage	170	College travelling costs
4190/101	Legal Fees	250	On-going costs
4127/101	Maintenance	1050	Electrical Repairs
4140/101	Sundries	175	Accumulated costs

From code 4300/201 (Grounds Maintenance) to:

CODE	DESCRIPTION	AMOUNT (£)	REASON
4176/201	Water	70	Large than expected increase in costs

From 4227/301 (Equipment Purchase) to

CODE	DESCRIPTION	AMOUNT (£)	REASON
4121/301	Mobile phones	200	Discounts discontinued
4127/301	Prop. Maintenance	1400	Lighting repairs
4226/301	Equip. Maintenance	2700	RTV repairs
4128/401	Vandalism/Security	1000	Car-park gate
4227/401	Equipment	600	Litter bins

From 4300/401 (Grounds Maintenance) to

CODE	DESCRIPTION	AMOUNT (£)	REASON
4430/401	Parish Offices	1100	Hedge planting

From 4400/401 (Playground Equipment) to

CODE	DESCRIPTION	AMOUNT (£)	REASON
4465/401	Festive Lighting	1195	Electrical Work



18.53 LOCAL GOVERNMENT TRANSPARENCY CODE – Expenditure Reporting

Members were advised that the Local Government Transparency Code 2015 requires all expenditure over £500 to be published quarterly, in accordance with (Sec. 28) and that the Parish Council does comply with this statutory requirement. However, Section: 58 of this code recommends that expenditure over £250 is also published. The Chairman stated that having investigated this matter he is aware that neighbouring Buckhurst Hill Parish Council report expenditure over £500 and that Loughton Town Council also abide by this requirement, having abandoned the reporting of expenditure over £250. Further, the Chairman questioned the practicality of this approach and the increased workload it would necessitate.

Members then **CONSIDERED** maintaining the existing practice or reducing the level of monetary expenditure reporting to the level of £250.

After further discussions, it was moved by the Chairman and **RESOLVED** that;

- This information be **NOTED**.
- The Parish Council would maintain the current protocols and abide with Local Government Transparency Code 2015: Section 28.

18.54 DATE OF NEXT MEETING

The Clerk reminded members that the next meeting of this committee is scheduled for 15th April 2019.

After brief discussions, it was moved by the Chairman and **RESOLVED** that:

- The next meeting would be schedule on 15th April 2019, whilst the time would be determined in due course, dependant on member availability.

Signed

Chairman

Date