



You are hereby summoned to attend a Finance Committee Meeting which will be held on Monday 30th October 2023 at Kirdford Village Hall commencing at 7:30 pm, when the following business will be considered and transacted.

Kirdford Parish Council, PO Box 437, Billingshurst RH14 4DE
clerk@kirdford-pc.gov.uk 07943 892877

Finance Committee Agenda

1. Apologies for Absence

To receive both apologies and reasons for absence.

2. Public Participation

To receive and note questions, comments or representations made by members of the public.

3. Disclosures of Interest

To receive disclosures of prejudicial interest from Councillors on matters considered at the meeting.

4. Audit - AGAR Recommendations

5. Accounts 2022-2023

To review current and projected year-end financial position (Appendix A).

6. Objectives 2023-2024

To resolve on [key objectives](#) for the upcoming year and revise the 5 year plan.

7. Precept 2023-2024

To review precept budget (Appendix B) to present at next full Council meeting.

8. Budget 2023-2024

To resolve 2023-2024 budget and reserve funds (Appendix C) in line with agreed objectives. To present at next full Council meeting.

9. Investment Strategy - Review

[Investment strategy document](#)

10. Public Participation

To receive and note any further representations made by members of the public.

11. Confidential Matters

The Council may wish to exclude the public and press at this point. Usually this happens when discussions arise on staffing, contract tendering and anything that has legal implications.

PUBLIC AND PRESS WELCOME TO ATTEND
Clerk@kirdford-pc.gov.uk



Appendix A: Projected Year End Financial Position

Kirdford Parish Council

25 October 2023 (2023 - 2024)

Summary of Receipts and Payments

All Cost Centres and Codes

Allocated Funds

Code Title	Receipts			Payments			Net Position	
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
17 Coronation		100.00	100.00	8,000.00	4,812.67	3,187.33	3,287.33	(41%)
18 Neighbourhood Plan review				40,000.00		40,000.00	40,000.00	(100%)
19 Planning Support Services				39,000.00	5,887.50	33,112.50	33,112.50	(84%)
20 Play Equipment Maintenance				3,000.00		3,000.00	3,000.00	(100%)
21 Environmental Concerns/equipp				12,000.00		12,000.00	12,000.00	(100%)
22 Village Improvement Fund				15,000.00		15,000.00	15,000.00	(100%)
23 Great Common Pavilion rebuild				150,000.00		150,000.00	150,000.00	(100%)
24 Recreation Ground Play equipm				5,000.00		5,000.00	5,000.00	(100%)
25 Recreation Ground Pavilion Reft				40,000.00		40,000.00	40,000.00	(100%)
26 Village Hall Extension				40,000.00	7,347.88	32,652.12	32,652.12	(81%)
29 Village Hall roof replacement								(N/A)
SUB TOTAL		100.00	100.00	352,000.00	18,048.05	333,951.95	334,051.95	-94%

Consultancy

Code Title	Receipts			Payments			Net Position	
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
12 Professional Fees		630.00	630.00	13,000.00	15,293.38	-2,293.38	-1,663.38	(-12%)
13 Auditor fees				1,500.00	180.00	1,320.00	1,320.00	(88%)
SUB TOTAL		630.00	630.00	14,500.00	15,473.38	-973.38	-343.38	(-2%)

Grants

Code Title	Receipts			Payments			Net Position	
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
27 Grants				8,400.00	2,950.00	5,450.00	5,450.00	(64%)
SUB TOTAL				8,400.00	2,950.00	5,450.00	5,450.00	(64%)

Income

Code Title	Receipts			Payments			Net Position	
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/-	Under/over spend
4 Precept	80,000.00	80,000.00						(0%)
5 Grant income								(N/A)
6 Bank interest payment		1,060.31	1,060.31				1,060.31	(N/A)
7 VAT Refunds								(N/A)
8 Donations to KPC								(N/A)
9 CIL payment		71,988.05	71,988.05				71,988.05	(N/A)
SUB TOTAL	80,000.00	153,048.36	73,048.36				73,048.36	(91%)

Insurance

Code Title	Budgeted	Receipts		Payments			Net Position
		Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28 Insurance				5,000.00	1,744.80	3,255.20	3,255.20 (65%)
SUB TOTAL				5,000.00	1,744.80	3,255.20	3,255.20 (65%)

Maintenance

Code Title	Budgeted	Receipts		Payments			Net Position
		Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16 Maintenance				11,000.00	9,439.98	1,560.02	1,560.02 (14%)
SUB TOTAL				11,000.00	9,439.98	1,560.02	1,560.02 (14%)

Office Costs

Code Title	Budgeted	Receipts		Payments			Net Position
		Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
14 General Administration				5,000.00	3,395.13	1,604.87	1,604.87 (32%)
15 Office Supplies				4,500.00	459.47	4,040.53	4,040.53 (89%)
SUB TOTAL				9,500.00	3,854.60	5,645.40	5,645.40 (59%)

Staff Costs

Code Title	Budgeted	Receipts		Payments			Net Position
		Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Salary				20,105.00	11,619.84	8,485.16	8,485.16 (42%)
2 PAYE				5,971.00	3,450.60	2,520.40	2,520.40 (42%)
3 Pension				1,286.00	637.20	648.80	648.80 (50%)
SUB TOTAL				27,362.00	15,707.64	11,654.36	11,654.36 (42%)

Training and subscriptions

Code Title	Budgeted	Receipts		Payments			Net Position
		Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10 Training				1,000.00	241.08	758.92	758.92 (75%)
11 Subscriptions				600.00		600.00	600.00 (100%)
SUB TOTAL				1,600.00	241.08	1,358.92	1,358.92 (84%)

Summary

NET TOTAL	80,000.00	153,778.36	73,778.36	429,362.00	67,459.53	361,902.47	435,680.83 (85%)
V.A.T.		126.00			7,725.08		
GROSS TOTAL		153,904.36			75,184.61		

Appendix B: Draft Precept Budget 2023-2024

Precept Figures 2024/2025		8% Increase Oct-23					
Heading	To include	2020/21 Amount	2021/22 Amount	2022/23 Amount	2023/24 Amount	2023/24 Actual	2024/25 Amount
General Admin	Stationery, phone, internet, Post, PO Box, Website, email	£5,000.00	£5,000.00	£5,000.00	£5,000.00	3554.13	
Professional Fees	Legal Fees, Accountant, Consultations, Planning, Safety Inspections	£7,000.00	£7,000.00	£7,000.00	£13,000.00	15293.38	
Staff Costs	Pay, Nat. Insurance, Pension	£29,000.00	£29,000.00	£29,000.00	£27,362.00	13554.72	
Maintenance	Grass cutting, hedging, ditches, silt clearances, repairs, waste bin empties	£11,000.00	£11,000.00	£11,000.00	£11,000.00	9182.98	
Office	Travel, Chairperson's Allowance, Expenses	£4,645.00	£4,645.00	£4,645.00	£4,500.00	279.47	
Subs	SSALC, SLCC, SALC, CAGNE,GACC, Action in Rural Sussex	£600.00	£600.00	£600.00	£600.00	0	
Audit	Internal and External Audit	£1,500.00	£1,500.00	£1,500.00	£1,500.00	180	
Training	Councillors, Clerk	£1,000.00	£1,000.00	£1,000.00	£1,000.00	241.08	
Grants	ie: KVH, KRecG, Scouts, Pre School, Church, Air Ambulance etc.	£11,500.00	£10,900.00	£10,900.00	£8,400.00	2950	
Insurance	Public Liability, loss, events	£3,100.00	£3,700.00	£3,700.00	£5,000.00	3255.2	
Total		£74,345.00	£74,345.00	£74,345.00	£77,362.00	£48,490.96	£0.00

Appendix C: Draft Allocated Funds 2023-2024

Project Figures 2024/25

Allocated Funds (£)	2021	2022	2022 rev A	2023/24	2023/24	2024/25
General Reserves	£40,000.00	£40,000.00	£35,000.00	£35,000.00		
Village Hall Restoration	£15,000.00	£15,000.00	£15,000.00	£40,000.00	7347.88	
Recreation Ground Pavilion	£15,000.00	£15,000.00	£15,000.00	£40,000.00		
Recreation Ground Play Equipment	£10,000.00	£10,000.00	£21,500.00	£5,000.00		
New - Great Common Pavilion Rebuild	£50,000.00	£50,000.00	£50,000.00	£150,000.00		
Village Improvement Fund	£5,000.00	£5,000.00	£2,000.00	£5,000.00		
Environmental Concerns/Equipment	£2,000.00	£2,000.00	£2,000.00	£2,000.00		
Play Equipment Maintenance	£3,000.00	£3,000.00	£1,000.00	£3,000.00		
Election	£1,500.00	£1,500.00	£0.00	£2,000.00		
Traffic Calming measures	£5,000.00	£-				
Planning Support Services	£25,000.00	£25,000.00	£25,000.00	£25,000.00	5887.5	
NEW - Beacon				£5,000.00		
NEW - Coronation				£8,000.00	4812.67	
NEW - Jubilee Celebrations	£25,000.00	£5,000.00	£5,000.00			
Total	£196,500.00	£171,500.00	£171,500.00	£320,000.00	£18,048.05	£-

Kirdford Parish Council

BANK ACCOUNTS

Natwest Current Account	£184,156.85
Natwest Business Reserve	£172,364.46
Lloyds Treasury	£85,000.00
Total in Banks	441,521.31
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Cash	
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GRAND TOTAL (Banks and Cash)	£441,521.31