

**BRACKLA COMMUNITY COUNCIL  
MINUTES OF FINANCE MEETING HELD AT OAK TREE SURGERY**

**DATE: 07/10/08**

<b>ATTENDED BY:</b>		<b>APOLOGIES FROM:</b>
Cllr. Mr T Hacking Cllr. Mr J Spanswick Cllr. Mr C Jones Jayne Jowett - Clerk		Cllr. Mr M Voisey Cllr. Mrs J Aston
<b>DISTRIBUTION: AS ABOVE FILE COPY</b>		
Minutes prepared by Jayne Jowett		
<b>NOTES OF MEETING</b>		
288.0	<b>Time for Public to address Council</b>	
288.1	None present	
289.0	<b>To accept apologies for absence</b>	
289.1	Cllr. Voisey – on holiday Cllr. Aston - ill	
290.0	<b>To disclose personal &amp; pecuniary interests in agenda items</b>	
290.1	None	
291.0	<b>Council to consider the Council's spend against budget for Apr '08 to Mar '09</b>	
291.1	Appendix 1 details income & expenditure against budget (to 01/02/09). Clerk highlighted the following as areas of overspend: 4006 H&S – Overspend of £70.00, 4010 Training - £297.00 4011 Office Expenditure - £50.00 4060 Accts Package maint. - £88.00 4070 Office Equipment - £311.00 4225 Grants out - £30.00 4225 Equipment - £31.00 4227 Equipment maint - £114.00 4261 Seasonal Bedding - £620.00 This is balanced by several areas of under spend. Chair asked what the extra £4.00 spend on the Chair's allowance (4105) was. Clerk will investigate and report back. Current Bank balances: Current a/c £25504.38 & Bond £100K Committed spend for remainder of year approx £36667.00 (some of which has already been spent in Feb 09 thus far). Members asked whether the accts programme had the facility to separate earmarked accumulated funds (such as funds for elections) into a reserve account so that the income & expenditure reflected the current year's income solely rather than carried forward budget as well. Clerk to investigate and report back. Clerk also requested to investigate the legal requirement to use virements at year end.	
	<b>Meeting closed at 19.00 hours</b>	

**Brackla Community Council**  
**Detailed Income & Expenditure by Year to Date Budget Heading 01/02/2009**

Month No : 11

**Committee Report**

	Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available
--	-----------------------	------------------------	--------------------------	------------------------	------------------------	--------------------------	------------------------	--------------------------	--------------------

**Finance**

**101 Staffing**

4000	Clerks Salary	0	2,042	2,042	16,513	22,462	5,949	24,500	7,987	0
4002	Gardeners Salary	251	1,258	1,007	10,576	13,838	3,262	15,100	4,776	-252
4003	Overtime	0	250	250	0	2,750	2,750	3,000	3,000	0
4004	Employers Pension	0	750	750	5,441	8,250	2,809	9,000	3,559	0
4005	Employers National Insurance	0	0	0	8,141	7,875	-266	10,500	2,359	0
4006	Health and Safety	0	0	0	130	60	-70	60		-70
4007	Staff Expenses	23	33	10	285	363	78	400	137	-22
4008	Employment Costs	0	42	42	0	462	462	500		500
4010	Training	0	57	57	979	627	-352	682		-297
	Staffing :- Expenditure	<b>274</b>	<b>4,432</b>	<b>4,158</b>	<b>42,064</b>	<b>56,687</b>	<b>14,623</b>	<b>63,742</b>	<b>21,818</b>	<b>-140</b>
	<b>Net Expenditure over Income</b>	<b>274</b>	<b>4,432</b>	<b>4,158</b>	<b>42,064</b>	<b>56,687</b>	<b>14,623</b>	<b>63,742</b>		

**102 Administration**

4011	Office Expenditure	0	0	0	50	0	-50	0		-50
4012	Rent	0	231	231	2,189	2,541	352	2,772	583	0
4022	Stationery	0	94	94	120	1,034	914	1,126		1,006
4023	Telephones	0	75	75	517	825	308	900	383	0
4024	Mobile Phones	34	50	16	361	550	189	600	273	-34
4025	Photocopier	0	238	238	676	950	274	950	274	0
4026	Postage	0	25	25	122	275	153	300		178
4027	Insurance	0	0	0	1,067	1,500	433	1,500		433
4028	Subscriptions	0	0	0	1,132	1,200	68	1,200		68
4031	Newsletter	0	0	0	1,072	3,000	1,928	3,000		1,928
4032	Website Maintenance	0	17	17	0	187	187	200		200
4033	Website Hosting	0	10	10	0	110	110	120		120
4055	Accounts Services	0	0	0	370	563	193	750	380	0
4057	Audit	0	0	0	-50	1,000	1,050	1,000	1,050	0
4059	Peninsula	0	197	197	1,680	2,167	487	2,369	689	0
4060	Accounts Package Maintenance	0	200	200	688	600	-88	600		-88
4070	Office Equipment	0	0	0	311	0	-311	0		-311
4071	Capital Fund	0	286	286	2,000	3,146	1,146	3,433		1,433
	Administration :- Expenditure	<b>34</b>	<b>1,423</b>	<b>1,388</b>	<b>12,306</b>	<b>19,648</b>	<b>7,341</b>	<b>20,820</b>	<b>3,632</b>	<b>4,882</b>
1006	Income Photocopier	0	0	0	25	0	25	0		0
1176	Precept Received	0	0	0	141,000	141,000	0	141,000		0
1190	Interest Received	0	0	0	5,024	0	5,024	0		0
	Administration :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>146,049</b>	<b>141,000</b>	<b>5,049</b>	<b>141,000</b>		
	<b>Net Expenditure over Income</b>	<b>34</b>	<b>1,423</b>	<b>1,388</b>	<b>-133,742</b>	<b>-121,353</b>	<b>12,390</b>	<b>-120,180</b>		

**105 Civic**

4105	Chairs Allowance	0	0	0	554	700	146	700		146
4110	Civic Service	0	0	0	167	750	583	750	500	83
4115	Elections	0	0	0	5,067	6,000	933	7,500	2,433	0

**Brackla Community Council**  
**Detailed Income & Expenditure by Year to Date Budget Heading 01/02/2009**

Month No : 11

		Committee Report									
		Current Mth Actual	Current Mnth Budget	Current Mnth Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Total Annual Budget	Committed Expenditure	Funds Available	
4120	Engraving	0	0	0	0	13	13	13		13	
	Civic :- Expenditure	0	0	0	5,789	7,463	1,674	8,963	2,933	241	
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,789</b>	<b>7,463</b>	<b>1,674</b>	<b>8,963</b>			
	<b>106 Events</b>										
4280	Funday	0	0	0	2,763	3,500	737	3,500		737	
4295	Competition Prizes	0	0	0	337	500	163	500		163	
	Events :- Expenditure	0	0	0	3,100	4,000	900	4,000	0	900	
1055	Income Funday	0	0	0	-320	0	-320	0			
	Events :- Income	0	0	0	-320	0	-320	0			
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,420</b>	<b>4,000</b>	<b>580</b>	<b>4,000</b>			
	<b>109 Grants</b>										
4400	Section 137	0	0	0	930	1,500	570	930		0	
4405	Summer Playscheme	0	0	0	1,471	1,500	29	1,500		29	
4406	Youth Work	0	625	625	155	6,875	6,720	7,500		7,345	
4407	Grants Out	0	0	0	600	0	-600	570		-30	
	Grants :- Expenditure	0	625	625	3,156	9,875	6,719	10,500	0	7,344	
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>625</b>	<b>625</b>	<b>3,156</b>	<b>9,875</b>	<b>6,719</b>	<b>10,500</b>			
	<b>201 Environment</b>										
4200	Vehicle Renewal/Hire	0	250	250	2,288	2,750	462	3,000	712	0	
4201	Vehicle Maintenance	0	86	86	12	946	934	1,030		1,018	
4203	Vehicle Insurance	0	0	0	691	1,000	309	1,000		309	
4204	Petrol	31	83	52	823	913	90	1,000		177	
4220	Container Rental	0	129	129	701	1,419	718	1,545		844	
4225	Equipment	15	250	235	3,031	2,750	-281	3,000		-31	
4227	Equipment Maintenance	0	108	108	1,414	1,188	-226	1,300		-114	
4231	Fuel for Equipment	0	17	17	145	187	42	200		55	
4250	Environmental Schemes	0	183	183	1,083	2,013	930	2,200		1,117	
4260	Roundabout Sponsorship	0	0	0	-140	0	140	0		140	
4261	Seasonal Bedding	0	0	0	5,320	4,700	-620	4,700		-620	
4281	Xmas Lights	0	0	0	0	5,000	5,000	5,000	3,500	1,500	
	Environment :- Expenditure	46	1,106	1,060	15,367	22,866	7,499	23,975	4,212	4,396	
1050	Income Roundabout Sponsorship	0	0	0	876	0	876	0			
1055	Income Funday	0	0	0	320	0	320	0			
1057	Income Green Waste Bags	0	0	0	245	0	245	0			
	Environment :- Income	0	0	0	1,441	0	1,441	0			
	<b>Net Expenditure over Income</b>	<b>46</b>	<b>1,106</b>	<b>1,060</b>	<b>13,927</b>	<b>22,866</b>	<b>8,939</b>	<b>23,975</b>			
4270	PCSO	0	0	0	10,928	11,250	322	15,000	4,072	0	
4271	Crime Prevention	0	0	0	34	0	-34	0		-34	
	Safety :- Expenditure	0	0	0	10,962	11,250	288	15,000	4,072	-34	
	<b>Net Expenditure over Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,962</b>	<b>11,250</b>	<b>288</b>	<b>15,000</b>			
	Finance Expenditure	353	7,586	7,232	92,744	131,789	39,044	147,000	36,667	17,589	
	Income	0	0	0	147,169	141,000	6,169	141,000			
	<b>Net Expenditure over Income</b>	<b>353</b>	<b>7,586</b>	<b>7,232</b>	<b>-54,425</b>	<b>-9,212</b>	<b>45,214</b>	<b>6,000</b>			