



REPORT FOR INFORMATION

Item No:- FC23/082

Committee:-	Finance and Governance Committee
Date:-	28 <sup>th</sup> February 2024
Author:-	Martin Hammond, Clerk
Report Title:-	Budget Monitoring and Invoices
Wards Affected:-	All

**1. Purpose of Report**

To report the Council's financial position for the year to date and on payments made since the last meeting.

**2. Recommendations**

- A) That the financial position be noted
- B) That the payment in 3.2 be approved
- C) That the Deputy Clerk be authorised to seek CILCA qualification from the SLCC, using NCALC training provision, at a total cost of £1500, to be met by training budgets in 2024/5 and from the unspent member training budget in 2023/4.

**3. Information**

3.1. The financial management system produces budget monitoring information and this is attached below, at Appendix One, for the period 17<sup>th</sup> January to 20<sup>th</sup> February 2024.

3.2. The following costs have been incurred and need approval:-

Clerk – mileage costs (covered by insurance re mace) £46.50

3.3. The Deputy Clerk has agreed to embark on a CILCA course. CiLCA is a practical, entry level qualification for the parish council sector, available to all local council staff. The qualification provides a broad knowledge of all the aspects of a clerk's work including roles and responsibilities, the law, procedures, finance planning and

community involvement. It has been tailored to meet the occupational standards for clerks and chief officers of a local council, approved in 2012 following consultations across the sector. The course comprises a series of modules, delivered under licence by Northants Association of Local Councils (NCALC) culminating in qualification through the SLCC (the society of local council clerks). This will deepen the Council's skills base and improve its overall resilience, and allow for eventual succession planning. Having a staff member with a CILCA qualification also gives the Town Council slightly wider powers to spend money on activities not specifically authorised by legislation.

3.4. The total cost of the qualification is £1500, spread over two financial years. Provision of £800 exists in the budget for 2024/5 but there is an opportunity for the deputy clerk to start the course in this financial year, and it is suggested that, if members are happy to do that, the costs in this year can be partly met from the unspent members' training budget of £500. The course costs can be split so that they can be met from existing budgets in both financial years 23/24 and 24/5.

3.5. The Council's bank balances as at 20th February 2024 were:-

- Current account	£ 57,598.87
- Reserves+	£ 193,035.69
- Election reserves	£ 36,261.68
- Town Lottery Account*	£ 2,074.14

TOTAL £ 288,970.38 (£294,514.17 as at 17/1/24 - last agenda)

+this includes £100,000 for the public toilet project, in an earmarked reserve.

\*this is not the total available for good causes – see below

3.8. Appendix Two is a list of payments drawn from the accounting system for the period since 17<sup>th</sup> January arranged by cost centre. This provides granular information not available in Appendix One.

3.9. The first outlay on the public toilets project – £750 legal fees for the acquisition of land – will come out of the general reserves fund on 1<sup>st</sup> March.

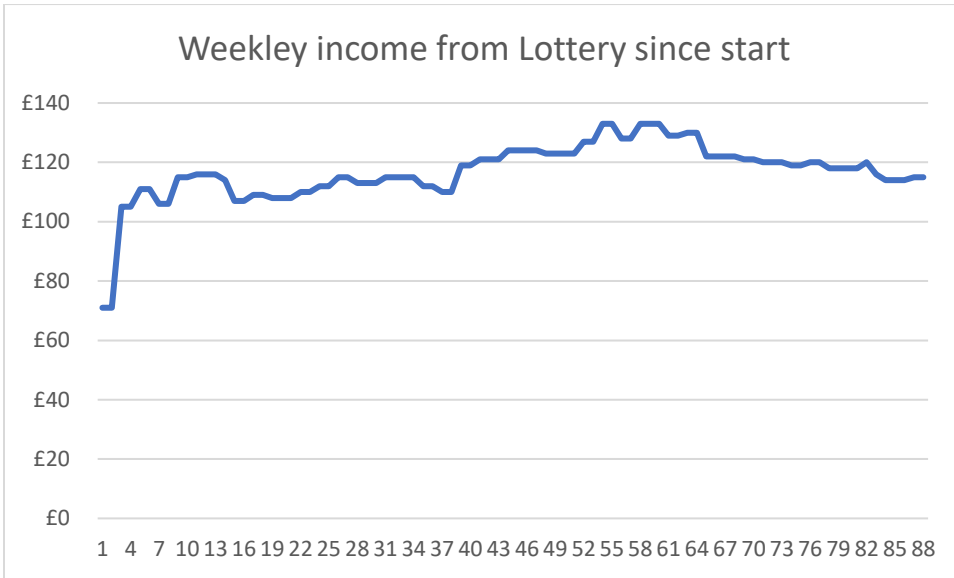
#### 4. Town Lottery Account

4.1. The current position with the lottery account is:-

- Receipts from supporters since it started	£10281
- Payments to Affinity Lottery 35% (plus VAT)	£ 3000 plus VAT
- Reserved for KTC costs 5%	£ 514
- KTC costs to date (set up fee, bank charges, publicity)	£ 441
- Grants made (including one not paid out)	£ 4929

This leaves £1177.06 in the fund as at 1<sup>st</sup> March 2024 for good causes, once all VAT has been repaid. One grant of £1000 has yet to be paid.

4.2 There are currently 75 supporters, with 115 chances played in the coming week. The following chart shows how net income per week has been fluctuating since the lottery began. There have been 87 local wins since it began.



**Background Papers**

- Accounting system data
- Lottery account data