

Minutes of a Meeting of Staploe Parish Council's Finance Committee held on Thursday 26th October 2023 at 8.20pm at 33, Staploe PE19 5JA

Present: Cllr. J. Ibbett, Cllr. V. Zwetsloot, Cllr. P. Yockney and Lucy Crawford (Clerk)

Apologies for absence: none (all members of the committee present)

1. Prepare a draft budget for the Parish Council 1st April 2024 to 31st March 2025.

Discretionary spending is as follows:

- Defibrillator costs – it was resolved to propose that the Parish Council apply to the ward fund for a defibrillator for Staploe (first priority), Duloe playing field (second priority if Football Association do not provide one), or Tythe Farm. This would supplement any funding from the government defibrillator fund. It was resolved to propose that money should not be raised for this from the precept.
- Do we want to budget to save or spend for any additional works at the Community Cabins? It was resolved to propose that the Parish Council keep £300 in the regular budget towards maintenance at the cabins and £500 towards replacing the decking and any additional spending could be met from CIL money, reserves or grants.
- How much do we save for a village hall or spend on the village hall project in 2024/25? It was resolved to propose that the Parish Council save £1500 towards the rebuild project and that the Clerk asks the Village Hall Committee to let her know how much insurance costs will be next year (currently have £365.64 in the budget).
- Other decisions concern the assumptions we make re:
 - i. interest rates (draft budget assumes 1.2% x £10k (currently on 1.41% of £26K but may spend some of the CIL money before March 2025).
 - ii. Clerk's salary (draft budget assumes a 5% increase on this year – but this year has yet to be confirmed)
 - iii. utilities – street light costs are fixed but significantly higher, cabin utilities assume a 12-13% increase.
 - iv. grass cutting costs – current draft assumes they remain the same – Clerk has asked for a quote
- Spending of CIL / solar funds were not discussed in this finance committee meeting but will be discussed in a future public meeting.

A draft precept of £14, 758 was proposed. This would be an increase of 3% on the current year making the precept portion of the annual council tax for a band D property of £110.15 per year. This is an increase of £3.24 per year on the current council tax.

The draft budget to be proposed to the Parish Council is shown on pp 2-6. Proposed by Cllr. J. Ibbett, seconded by Cllr. V. Zwetsloot. Unanimous.

The meeting closed at 8.40pm

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Staploe Parish Council Draft Budget 2024 - 2025	Forecast to 31st March 2024	Draft Budget to Mch 2025	Forecast 23/24 less draft budget 24/25	Comment
		3.0%		% increase vs 2022-23
Regular Receipts				
Precept	£14,323.84	£14,757.70	£433.86	Calculated based on regular budgeted payments and regular transfers to reserve less regular income. Excludes payments from earmarked reserve or other income such as grants.
Interest	£178.45	£120.00	-£58.45	Interest rates and savings have increased in 2023 but this may not be sustained. Assumes 1.2% x £10K
Cabin hire	£500.00	£500.00	£-	
Total Regular Receipts	£15,002.29	£15,377.70	£375.41	
Other Receipts				
Newsletter advertising	£10.00	£-	-£10.00	
Ward Fund		£-	£-	
Neighbourhood Plan Grant	£9,763.00	£-	-£9,763.00	
Donations for Local Plan advice & campaign	£-	£-	£-	
Ticket sales from social events	£204.00		-£204.00	2023-24 Coronation ticket sales
CIL income	£15,549.37		-£15,549.37	
Other (eg. refunds, proceeds from social events / book sales)	£-	£-	£-	
Total Other Receipts	£25,526.37	£-	-£25,526.37	
Total Receipts	£40,528.66	£15,377.70	-£25,150.96	Other receipts in 2023/24: CIL income £15,549, NDP grant £9763, ticket sales for coronation £204 and £10 other (advertising).

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Regular Payments (from precept)				
	Forecast to 31st March 2024	Budget to Mch 2025	Forecast 23/24 less draft budget 24/25	Comment
Clerk's salary & pension	£4,829.92	£5,071.42	£241.50	Remain on Salary Point 17 but budget assumes 5% increase in 2023/24 and another 5% in 2024/25. 5 hours per week for PC (see Neighbourhood Plan below for extra hour). Employer pension contributions will remain at 26.8%
Clerk's PAYE		£-	£-	
Clerk's salary & pension extra hour per week for Neighbourhood Plan	£965.98	£1,014.28	£48.30	To assist with the neighbourhood plan (admin not grant funded)
Total staff costs	£5,795.90	£6,085.70	£289.80	
Audit Fees	£285.00	£320.00	£35.00	External; £210, internal £110
Councillors Expenses	£30.00	£30.00	£-	
Clerk's employment expenses	£312.00	£312.00	£-	Monthly mileage (£8) and Working From Home Allowance (£18)
Clerk's Other Expenses eg. postage & sundries	£40.00	£40.00	£-	Postage and sundries.
Training	£80.00	£80.00	£-	£50 Clerk's training, £30 for 2 x Cllrs training
Highways Grass Cutting	£-	£-	£-	
Insurance	£549.24	£549.24	£-	Fixed until May 2025
Power to street lights	£411.08	£604.02	£192.94	Fixed contract with SSE until Sept 2026
Elec (CCTV & cabins)	£283.29	£320.00	£36.71	Electricity prices have increased. Now in 2 year deal with EDF 25p per day standing charge (similar) but big increase in consumption to 35.6p per kwh. Standby lights etc cost 34p per day. Typical football useage is £2 per Saturday match day assume 3 /month.
Water and sewerage for cabins	£213.55	£240.00	£26.45	Fixed costs £195. Water and foul water costs £3.71 per m3
Maintainance (lights, speed signs, benches, play area & planters)	£200.00	£200.00	£-	Eg. noticeboards, benches, play area etc.
Defib costs	£35.00	£35.00	£-	£1280 for one new cabinet and defib - should come from grants eg Ward fund or defibrillator grant. (£85 per year for maintenance and electricity could come from earmarked reserve).
Play Area Inspection	£75.00	£75.00	£-	
Play Area Works (assets purchased)	£-		£-	

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	Forecast to 31st March 2024	Budget to Mch 2025	Forecast 23/24 less draft budget 24/25	Comment
Regular payments continued				
Play Area Works (consumables / labour)	£-		£-	
Community cabins and picnic area	£300.00	£300.00	£-	
Playing field grass	£1,330.00	£1,330.00	£-	10 cuts
Duloe Common grass	£110.00	£110.00	£-	10 cuts
Tree surveys and works	£200.00		-£200.00	Not needed next year
Street light inspection / repairs	£434.00	£-	-£434.00	See funds transferred to reserve
Subs (SLCC / BATPC)	£209.00	£209.00	£-	BATPC £93 + SLCC £95 if Clerk on 5 hrs / wk but £112 if on 6hrs / wk
Admin	£200.00	£200.00	£-	£35 Info commissioner, stationary items (£80) and printer cartridges bought direct (£43), other eg.prof advice, social events (£42).
Literature & info	£-	£-	£-	
Web & e-mail hosting, software subs	£350.00	£295.00	-£55.00	Assumes Eyelid £100 web support + Cloudnext £100 + £75 software. Gov domain of £110 every 2 years is due in Sep 2025. £55 transferred to reserve.
Other assets (eg. street furniture / tools / office equipment). Excl. playing field/ play area)	£25.96	£-	-£25.96	£25.96 towards new laptop. Remaining cost met from earmarked reserves. Total cost £534.15
Village Hall Hire	£300.00	£300.00	£-	Budget assumes 1 APM 3 hrs @£10 /hr, 1 public meeting 2.5 hours @£10/hr, 10 PC / committee meetings of 2.5 hrs @ £8/hr) and £15 towards each of 3 social events. £87.50 hall hire for fish & chip night met from coronation reserve (see "Other Payments")
Village Hall Works / Maintenance	£365.00	£365.64	£0.64	Contribution towards insurance
Newsletter	£369.10	£369.10	£-	3 issues
Contingency	£150.00	£150.00	£-	
Total regular payments	£12,653.12	£12,519.70	-£133.42	

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Regular transfers to reserve (from precept)				
Village Hall Savings	£1,500.00	£1,500.00	£-	
Hedge cutting savings (field & common)	£75.00	£75.00	£-	
Asset replacement savings	£125.00	£125.00	£-	Clerk's laptop and printer £600 every 5 years
Tree surveys and works savings	£53.00	£253.00	£200.00	Survey cost £360 every 3 years (£120pa). Works £400 every three years (£133pa)
Defibrillator	£50.00	£50.00	£-	
Street light inspection / repair savings		£300.00	£300.00	
Decking replacement savings	£500.00	£500.00		
Gov domain (alternate years)		£55.00	£55.00	£110 every other year (Sep 21, 23, 25 etc)
Total Regular transfers to reserve (from precept)	£2,303.00	£2,858.00	£555.00	
Regular payments + regular transfers to reserve	£14,956.12	£15,377.70	£421.58	Increase in precept largely due to Clerk's salary increase of 5% and electricity costs
Regular receipts - regular payments & transfers to reserve	£46.17	£-	-£46.17	

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Other payments (met from additional receipts eg. grants or earmarked reserves)				
	Forecast to 31st March 2024	Budget to Mch 2025	Forecast 23/24 less draft budget 24/25	Comment
Local Plan advice and campaign			£-	
Ward Fund assets purchased	£765.00		-£765.00	£765 spent on CCTV for hall car park in May 2023
Other assets purchased from earmarked res	£534.15		-£534.15	£534.15 for laptop. £508.19 from earmarked reserve. £25.96 from admin
Village Hall payments from earmarked reserve	£1,130.00		-£1,130.00	£630 towards CCTV replacement in car park (from heater refund) spent in April 2023. £500 for planning application in 2024.
Payments from other earmarked reserves	£474.00		-£474.00	2023-24 £200 tree survey playing field + £205 defibrillator replacement parts+£55 .gov domain
Street light inspections	£278.50		-£278.50	2023/24 Inspection £367.50 covered under regular budget + repairs £345 x 2 topped up from this reserve
Neighbourhood Plan costs met by grant	£9,763.00		-£9,763.00	For green infrastructure review and landscape character assessment
Neighbourhood Plan unspent grant refunds	£5,914.00		-£5,914.00	
Coronation - marquee, food, decorations, etc. (Awards for All)	£3,100.00		-£3,100.00	£667.50 marquee + £809.56 salads etc. +£290 hog roast + £51.35 drinks. £87.50 hall hire for fish & chips. Assume remainder will be spent before year end
Other donations made by SPC			£-	
Other payments (refunds etc.)			£-	
Total Other Payments	£21,958.65	£-	-£21,958.65	
Total Payments	£34,611.77	£12,519.70	-£22,092.07	
Total Payments & Transfers to Reserve	£36,914.77	£15,377.70	-£21,537.07	
Total receipts - (total payments & transfers to reserve)	£3,613.89	£-	-£3,613.89	

We are forecast to have £7,512 in unearmarked reserve at the end of March 2024 (assuming we don't spend £1,280 on a defibrillator). If we spend £1,280 on a defibrillator then we will have £6,233 in unearmarked reserve at year end. We are supposed to hold 50% of our precept in unearmarked reserve. The finance committee recommend that we use grants to apply for a defibrillator rather than using earmarked reserves and precept if possible.

50% of precept:	£7,378.85			
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