

Minutes of a Meeting of Staploe Parish Finance Committee Agenda

held at 7.45pm on Thursday 24th October 2019 at 33, Staploe, St. Neots PE19 5JA

Present: Cllr. V. Zwetsloot (Chair), Cllr. R. Squire and Cllr. D. Smith (arrived at 8.30pm)

Apologies for absence.

2019/01. Declarations of interest.

None

2019/02. Public Open Forum

No members of the public were present.

2019/03. Consider the Parish Council's budget for 2020-21

Councillors agreed to present three options to the Parish Council.

1. A precept of £12,076 (a 15% increase on the current year – shown in green in the table below). The increase would be necessitated by the following unbudgeted payments in the current financial year: the Parish Council contribution to the defibrillator (£330 plus fitting £180 plus electricity £60 per year – the remaining £1000 to come from ward funding) and the cost of setting up a new website (£550). The Bedsparishes websites are closing and there are new accessibility regulations which all public bodies must meet. These unbudgeted payments would mean we would fall below the minimum recommended threshold of 50% of our precept in unearmarked reserves. Therefore, we would need to start to rebuild these reserves in 2020-21. Therefore, the contingency for 2020-21 has increased from £300 to £1,300 – this will increase the precept and be used to rebuild unearmarked reserves.
2. A precept of £11,505 (a 9.6% increase on the current year – shown in blue in the table below). This assumes that we do not purchase a defibrillator so the Parish Council do not use any funds towards the purchase, installation or electricity to heat the cabinet.
3. A precept of £11,016 (a 4.9% increase on the current year). This assumes that we can use ward funding to set up our new website and therefore the contingency funds can remain at the usual £300 figure. This is not shown in the table below as we need to seek confirmation of whether this would be possible.

The Clerk agreed to ask whether the Ward Fund would pay for setting up and transferring the data to the new website instead of buying a defibrillator. The Parish Council can then make an informed decision at their meeting on 19th November. The draft budgets are presented on p2-4. The forecast to March 2020 assumes we pay for the new website and contribute to the defibrillator out of unearmarked reserves.

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	Actual 2018/19	Forecast to 31st Mch 2020	Draft Budget to Mch 21	Draft Budget to Mch 21 No defib	Comment
			15.0%	9.6%	%increase vs 2019-20
Regular Receipts					
Precept	£10,091.00	£10,500.00	£12,075.98	£11,504.98	
Council tax support grant	£-	£-	£-	£-	
Interest	£30.09	£40.08	£40.00	£40.00	
Grass cutting	£1,389.51	£1,389.51	£1,389.51	£1,389.51	
Total Regular Receipts	£11,510.60	£11,929.59	£13,505.49	£12,934.49	
Other Receipts					
Newsletter advertising	£-	£-	£-	£-	
Ward Fund	£1,500.00	£1,000.00	£-	£-	£1000 towards defibrillator 2019/20
Donation for speed sign	£-	£2,443.00	£-	£-	
Ticket sales from social events	£121.00				
CIL income	1603.8				
Payments received in error (from Borough)		£11,889.51			
Solar Farm Payment		£8,700.00			
Other (eg. f.ball deposit, refunds, proceeds from social events / book sales)	£1,281.00	£25.00	£-	£-	18-19 refund and 19-20 book sales
Total Other Receipts	£4,505.80	£24,057.51	£-	£-	
Total Receipts	£16,016.40	£35,987.10	£13,505.49	£12,934.49	V high in 19-20 due to payments in error from Borough and solar farm payment
Regular Payments (from precept)					
	Actual 2018/19	Forecast to 31st Mch 2020	Draft Budget to Mch 21	Draft Budget to Mch 21	Comment
Clerk's salary & pension	£3,815.55	£3,987.83	£4,100.45	£4,100.45	Remain on Salary Point 25 but 2% increase for all points.
Clerk's PAYE	£-	£-	£-	£-	
Clerk's employment expenses	£312.75	£288.00	£288.00	£288.00	Monthly mileage (£6) and Working From Home Allowance (£18)
Total staff costs	£4,128.30	£4,275.83	£4,388.45	£4,388.45	
Audit Fees	£30.00	£60.00	£65.00	£65.00	Moved from two internal audits to one after year end and no external audit
Councillors Expenses	£-	£20.00	£30.00	£30.00	
Clerk's Other Expenses eg. postage & sundries	£20.77	£40.00	£60.00	£60.00	Postage and sundries
Training	£20.00	£110.00	£110.00	£110.00	£50 Clerk's training, may use £30 for 2 x Cllrs training
Highways Grass Cutting	£1,016.74	£1,200.00	£1,200.00	£1,200.00	Assume Mark Ibbett again
Insurance	£358.23	£356.05	£385.00	£385.00	Norris & Fisher fixed price at £358.23 but may increase if new assets purchased eg defibrillator
Power to street lights	£483.44	£300.00	£343.00	£343.00	Electricity prices will increase from 1st Jan 2020 - new contract.
Elec (CCTV & containers)	£211.12	£18.50	£-	£-	Purchased containers in April 2018 (assumes SC of 25.11p / day plus £58 elec used)
Maintenance (street lights, speed signs, field, containers, play area & planters)	£540.70	£450.00	£450.00	£450.00	Budgeted for: £150 for planters + £300 for other maintenance eg. noticeboards
Defib elec & maintenance		£30.00	£60.00	£-	
Play Area Inspection	£66.50	£68.50	£68.00	£68.00	
Play Area Works (assets purchased)	£-	£150.00	£150.00	£150.00	Eg new swing seat

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Regular payments continued	Actual 2018/19	Forecast to 31st Mch 2020	Draft Budget to Mch 21	Draft Budget to Mch 21	Comment
Play Area Works (consumables / labour)	£493.00	£-			
Playing field grass & hedge cutting	£1,101.71	£1,235.00	£973.04	£973.04	Grass cutting and treatment (Bradgate £851.04 excluding treatments - to be done by Rod Thompson for free) 2 extra grass cuts (£61 each)
Duloe Common grass & hedge cutting	£40.05	£40.53	£80.00	£80.00	Grass cutting
Tree surveys and works	£-	£170.00	£900.00	£900.00	£200 survey of PF, £350 works PF, £350 works Common
Subs (SLCC / BATPC)	£149.50	£161.00	£184.00	£184.00	BATPC £95 + SLCC £89
Admin	£378.47	£374.00	£374.00	£374.00	£35 Info commissioner, stationary items and printer cartridges bought direct, prof advice, social events.
Literature & info	£-	£-	£-	£-	
Software & email subscriptions	£11.88	£589.47	£240.00	£240.00	Assumes Eyelid & Cloudnext yr 2 package £180 + £60 software
Other assets (eg. street furniture / tools / office equipment). Excl. playing field/ play area)	£251.36	£685.90	£-	£-	£1067.87 in 2018/19 used towards football containers and gazebo. Remainder from Ward Fund. 2019/20 Large dog bin £174, defib £331.5 + fitting £180 rest of defib from ward fund
Village Hall Hire	£203.00	£255.00	£245.00	£245.00	Budget assumes 7 PC meetings, 2 committee / Playing Field meetings and £15 towards each of 3 social events.
Village Hall Works / Maintenance	£164.22	£150.00	£150.00	£150.00	£150 for regular VH maintenance payment.
Newsletter	£253.20	£175.00	£250.00	£250.00	£81 for 16 pages or £60 for 12. Assume 4 issues of 12 or 3 of 16. Likely to be 3 issues of 16pp
Donations					
Other					
Contingency		£125.60	£1,300.00	£789.00	Increased from £300 to rebuild unearmarked reserves depleted in 2019/20 (website costs, tree surveys & defibrillator). Currently forecast to end yr at around £4000 - should be £5500
Total regular payments	£9,922.19	£11,040.38	£12,005.49	£11,434.49	
Regular transfers to reserve (from precept)	£750.00	£1,950.00	£1,500.00	£1,500.00	£1500 for Village Hall rebuild
Regular payments + regular transfers to reserve	£10,672.19	£12,990.38	£13,505.49	£12,934.49	
Regular receipts - regular payments & transfers to	£838.41	-£1,060.79	£1,500.00	£1,500.00	2019/20 Unbudgeted spending of £550 on new website, £511.50 on defibrillator, £170 on tree surveys and works = £1232. Savings of £360 on training, newsletter etc. In 2020-21 we budget to transfer some money to VH savings

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Other payments (met from additional receipts eg. grants or earmarked reserves)					
	Actual 2018/19	Forecast to 31st Mch 2020	Draft Budget to Mch 21	Draft Budget to Mch 21	Comment
Ward Fund assets purchased	£1,500.00	£1,000.00			Ward fund of £700 used towards containers in April 2018 and £800 towards fixing bus shelter in Jan 2019. £1000 toward defib in Dec 2019
Ward Fund donations	£-	£-			Hall heaters donated to Village Hall in 2017/18
Other assets purchased from earmarked res	£940.00				Underspend from 2017/18 budget earmarked & used to buy containers + £700 ward fund
Village Hall payments from earmarked reserve	£-	£-			
Payments from other earmarked reserves	£604.15	£-			£404.15 for laptop & software (from Transparency Code fund), £200 football club deposit returned in 2018/19
Mobile speed sign (met by donation)	£-	£2,443.00			
Hall hire for social events (met from ticket receipts)	£121.00	£67.00			For curry night Feb 2020 (harvest supper paid by Duloe VH in 2019). £15 came from reg budget (from precept)
Elections		£76.71			Paid from reserve (total reserve is £550)
Street light replacement	£4,620.00	£-			£4500 from reserves and £1140 from CIL money
Refunds to Borough for payments made in error		£11,889.51			Refunds to Borough for payments made in error
Other donations made by SPC	£266.00	£-			To Village Hall. Profit from harvest supper and curry night + £15 from reg hall hire (£281 total).
Total Other Payments	£8,051.15	£15,476.22	£-	£-	
Total Payments	£17,973.34	£26,516.60	£12,005.49	£11,434.49	
Other transfers to reserves (not from precept)					
Heater refund	£660.00				
CIL income	£1,484.00				Remainder used for street lights
Total other transfers to reserves	£2,144.00	£-	£-	£-	
Total Payments & Transfers to Reserve	£20,867.34	£28,466.60	£13,505.49	£12,934.49	
Total receipts - (total payments & transfers to reserve)	-£4,850.94	£7,520.50	£-	£-	