

**Minutes of A Meeting of Staploe Parish Council's
Finance Committee
held on Thursday 15th Oct 2020 at 8.50pm**

Present: Cllr. R. Squire, Cllr. D. Smith, Cllr. V. Zwetsloot and Lucy Crawford (Clerk).

Apologies for absence: none.

1. Prepare a draft budget for the Parish Council 1st April 2021 to 31st March 2022

It was resolved to minimise increases in the budget where possible and the committee aimed for increases of no more than 2% in the precept in view of the current economic circumstances. It was resolved to propose a precept of £11,784 to the Parish Council.

The following budget was proposed:

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Staploe Parish Council Budget 2021 - 2022	Actual 2019/20	Forecast to 31st Mch 2021	Budget to Mch 2022	Comment
			2.0%	%increase vs 2020-21
Regular Receipts				
Precept	£10,500.00	£11,554.00	£11,784.35	
Interest	£37.28	£13.74	£-	
Grass cutting	£1,389.51	£1,389.51	£1,389.51	
Total Regular Receipts	£11,926.79	£12,957.25	£13,173.86	
Other Receipts				
Newsletter advertising	£-	£-	£-	
Ward Fund	£1,831.50		£-	1331.50 for defibrillator + £550 for new website in 2019. Applied for a new noticeboard for Duloe & replacement parts for others (£1008) in 2020
Donation for speed sign	£2,443.00		£-	
Ticket sales from social events	£493.00			
CIL income	0			
Payments received in error (from Borough)	11889.51			
Solar Farm Payment	8700			
Police VERU grant for containers		£5,000.00		
Other (eg. f.ball deposit, refunds, proceeds from social events / book sales)	£25.00	£830.19	£-	Clerk refund of duplicate salary payment in 2020
Total Other Receipts	£25,382.01	£5,830.19	£-	
Total Receipts	£37,308.80	£18,787.44	£13,173.86	V. high in 19-20 due to payments in error from Borough and solar farm payment

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Regular Payments (from precept)				
	Actual 2019/20	Forecast to 31st Mch 2021	Budget to Mch 2022	Comment
Clerk's salary & pension	£4,041.64	£4,130.36	£4,277.86	Remain on Salary Point 17 but assumes 2.75% increase. 5 hours per week. Assume extra hours for Neighbourhood Plan met from grants
Clerk's PAYE	£-	£-		
Total staff costs	£4,041.64	£4,130.36	£4,277.86	
Audit Fees	£60.00	£260.00	£260.00	Moved from two internal audits to one after year end but likely to need an external audit if we demolish the village hall
Councillors Expenses	£-	£15.00	£30.00	
Clerk's employment expenses	£265.74	£270.00	£312.00	Monthly mileage (£8) and Working From Home Allowance (£18)
Clerk's Other Expenses eg. postage & sundries	£21.26	£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	£1,200.00	£1,300.00	£1,300.00	Assume Mark Ibbett again
Insurance	£356.05	£433.60	£450.00	Due to renew insurance in May 2021 - likely to increase
Power to street lights	£300.67	£343.00	£343.00	Fixed contract
Elec (CCTV & containers)	£18.50	£50.00	£50.00	Hope to reconnect these in 2020/21
Water and sewerage for containers			£100.00	If we reconnect them
Maintenance (street lights, speed signs, benches, picnic tables, containers, play area & planters)	£5.87	£506.52	£200.00	Budgeted for: £100 for planters + £400 for other maintenance eg. noticeboards, benches, play area etc.
Defib costs		£60.00	£25.00	20/21 Installation mainly paid from reserve. No maintenance first 2 yrs. £25 in case electricity charge. £150 maintenance per year after two years - save for this in reserves.
Play Area Inspection	£68.50	£68.50	£70.00	
Play Area Works (assets purchased)	£-	£-	£-	

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Regular payments continued	Actual 2019/20	Forecast to 31st Mch 2021	Budget to Mch 2022	Comment
Play Area Works (consumables / labour)	£-	£16.87	£30.00	May need materials for gap filling
Playing field grass	£1,050.00	£1,046.04	£1,300.00	Grass cutting £1300 for ten cuts (excluding weed treatments - to be done by Rod Thompson for free).
Duloe Common grass	£40.56	£110.00	£110.00	Grass cutting - 10 cuts
Tree surveys and works	£170.00	£550.00		2020-21 £200 survey of PF, £350 works PF, (£350 works Common not needed but saved to reserve for future). Assume no works in 2021/22 but that money is saved to reserve for future works - see "Regular transfers to reserve"
Subs (SLCC / BATPC)	£161.00	£185.00	£185.00	BATPC £95 + SLCC £90
Admin	£308.78	£374.00	£374.00	£35 Info commissioner, stationary items (£72) and printer cartridges bought direct (£225), other eg. prof advice, social events (£42).
Literature & info	£-	£-	£-	
Web & e-mail hosting, software subs	£39.47	£240.00	£345.00	Assumes Eyelid & Cloudnext yr 3 package £270 (£90 for .gov every 2 yrs) + £75 software.
Other assets (eg. street furniture / tools / office equipment). Excl. playing field/ play area)	£181.67	£-	£-	2019/20 Large dog bin £182
Village Hall Hire	£182.50	£50.00	£200.00	Budget assumes 7 PC meetings, 2 committee / Playing Field meetings and £15 towards each of 3 social events.
Village Hall Works / Maintenance	£150.00	£150.00	£150.00	£150 for regular VH maintenance payment.
Newsletter	£174.00	£250.00	£355.00	Assumes 3 issues of 16 pages at £117 per issue.
Donations				
Other				
Contingency		£500.00	£150.00	
Total regular payments	£8,796.21	£11,028.89	£10,736.86	

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Regular transfers to reserve (from precept)				
Village Hall Savings		£1,500.00	£1,500.00	
Hedge cutting savings		£150.00	£75.00	
Asset replacement savings			£125.00	Clerk's laptop and printer £600 every 5 years
Tree surveys and works savings		£350.00	£253.00	Survey cost £360 every 3 years (£120pa). Works £400 every three years (£133pa)
Defibrillator			£50.00	
Street light inspection savings			£434.00	Formal inspection to cost approx £1302 in 2023/24
Total Regular transfers to reserve (from precept)	£1,500.00	£2,000.00	£2,437.00	
Regular payments + regular transfers to reserve	£10,296.21	£13,028.89	£13,173.86	
Regular receipts - regular payments & transfers to reserve	£1,630.58	-£71.64	£-	We are budgeting for regular receipts and transfers to reserve to match regular payments.
Other payments (met from additional receipts eg. grants or earmarked reserves)				
	Actual 2019/20	Forecast to 31st Mch 2021	Budget to Mch 2022	Comment
Ward Fund assets purchased	£1,320.99			
Ward Fund other purchases (new website)	£549.99	£-		
Other assets purchased from earmarked res	£58.30			
Village Hall payments from earmarked reserve	£940.00	£718.00		Planning application for hall
Payments from other earmarked reserves		£602.48		£280 street light inspection, £100 installing defibrillator, £142 extra cuts on playing field, £64 noticeboard repairs, £54 new wood for picnic benches. From earmarked reserves.
VERU grant for containers		£5,000.00		
Elections	£39.71			
Mobile speed sign (met by donation)	£2,443.00			
Street light replacement				
Refunds to Borough for payments made in error	£11,889.51			
Hall hire for social events (met from ticket receipts)	£67.50			
Other donations made by SPC		£-		
Other payments (refunds etc.)		£830.19		Clerk's salary refund
Total Other Payments	£17,309.00	£7,150.67	£-	
Total Payments	£26,105.21	£18,179.56	£10,736.86	

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Other transfers to reserves (not from precept)				
Village Hall rebuild savings to earmarked reserve	£875.50			
Asset replacement		£100.00		
Solar Farm Payment	£8,700.00			
CIL income				
Maintenance	£444.13			
Extra grass & hedge cutting on field & common	£142.00	£150.00		
Play area assets	£150.00			
Total other transfers to reserves	£10,311.63	£250.00	£-	
Total Payments & Transfers to Reserve	£37,916.84	£20,429.56	£13,173.86	
Total receipts - (total payments & transfers to reserve)	-£608.04	-£1,642.12	£-	