

UPPER CLATFORD PARISH COUNCIL
FINANCE COMMITTEE
 MINUTES FROM THE MEETING HELD ON
 THURSDAY 2nd NOVEMBER 2017
 AT 7.30PM IN THE KING EDWARD VII MEMORIAL HALL

Present:	Cllrs P Heslop (Chairman), S Butler, S Kennedy, A Newell (from item 3q). In Attendance: Cllr C Williams
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1	Apologies for absence. Cllr Newell had advised that he would be arriving late.	
2	To receive and accept declarations of interest. Nil	
3	<p>Budget & Precept Proposals. The Chairman opened the discussion by thanking the Clerk for the historical data and draft budget proposals and spreadsheets sent to all Committee members before the meeting. He then led discussion against each line of the proposal as follows:</p> <p>1. Expenditure.</p> <ul style="list-style-type: none"> a. Office Expenses. £600 based on past. Agreed b. Clerk Salary. The Clerk was invited to leave the room while this item was discussed. c. Training. £360 unchanged from last year. Agreed d. Councillor Expenses. £100 unchanged from last year. After discussion this was reduced to £50 e. Legal Fees. £1500 proposed as a 50% reduction on previous years due to a new solicitor and revised policy. f. Insurance. £1,025 is a reduction based on the better rate secured in Sep with a 3 year agreement. Agreed. g. Audit Charges. £450 for internal and external audit. Agreed h. Section 137. £750 proposed. The purpose of the line was discussed - gives council's the power '<i>to incur expenditure for purposes not otherwise authorised.</i>' It is only used when there is no other specific power available; it is a '<i>power of last resort</i>', - The agreed figure was reduced to £500 i. Grounds Maintenance. £5,360 based on previous years with a 7% uplift. It includes all parish areas and the Village Hall which is subsequently reclaimed annually. Amended to £5 300 j. Footpaths. £1000 proposed. Historically this has been underspent but with pressure on HCC it is likely to be needed if more than 1 cut of 5 x footpaths is necessary. Joining the Lengthsman Scheme will provide funding. Agreed with offset Lengthsman grant from HCC (under Income) k. Tree Maintenance. £4,000 proposed to facilitate more proactive maintenance work and specialist advice/surveys. l. Dog Bins. £360 proposed. This is a 3% inflation uplift with no change in service. m. Street Lighting. £1982 proposed. This is a 6% reduction on previous provision due to efficiency savings being made by HCC contract but takes into account the 11% increase charge advised by HCC. Agreed n. Pavilion. £2500 proposed. This would allow for work on shower or decoration (probably self help). This line was agreed but there were discussions about obtaining a grant (not currently included) for this which was to be highlighted in briefing the full Council. o. Sportsfield. £1200 proposed. The expenditure in the past 12 months has been driven by the cost of maintenance work on the cricket wicket. The figure is tentatively agreed however the Committee wish this discussed in full Council. p. BBPF & ANPF. £3000 proposed to cover unforeseen repairs and possible improvements to wet pour surfaces. Agreed. q. Subscriptions. £656 proposed to cover existing subscriptions (ALC, 	

LCAS and CPRE). Agreed.

- r. Website. **£300** proposed for annual maintenance and website hosting. Agreed.
- s. Neighbourhood Development Plan. **£5000** proposed with the same figure against income from grants. There was some discussion regarding these figure as the concept is new to the Council (proposed at 19 Oct meeting) and baseline costs have not been fully established. The expenditure figure was accepted but it was assessed that only £3000 could realistically be expected in grants.
- t. Safety Measures. Having dropped the plan to purchase illuminated speed signs, no provision was proposed in the draft. After discussion it was felt there should be a small provision of **£500**
- u. Miscellaneous. Nil proposed however **£3000** was added for a 'Community project not yet identified'. See 2d below.

2. Income . Income figures were considered and the following comments made:

- a. Precept. A suggestion of **£15,300** was put to the Committee as a 2% inflationary rise. This was considered a fair rise. Agreed
- b. Bank Interest. Minimal at **£8.00**. Agreed
- c. Chalk Pit Rent. **£9000** has been agreed.
- d. Grants. The proposal of **£2000** income from grants was debated and a balancing figure of £3000 was inserted under Miscellaneous for a 'community project yet to be identified' as 100% grant aid was not anticipated.
- e. Pavilion Running Cost. £500 was proposed and discussed and deemed too ambitious with the demise of the UCCC. A figure of **£300** was agreed.
- f. Sect 106 Contributions. Nil were proposed due to the lack of projects identified. (money raised by TVBC from developers available to parishes to develop 'informal recreation' and 'childrens playspace' to support the additional residents living in the community).
- g. VAT Recovery. **£1000** based on existing expenditure this FY. Agreed
- h. Neighbourhood Development Plan Grants. £5000 proposed but reduced as a realism measure after discussion to **£3000**.
- i. Transfer from Parish Reserves. Discussion then took place on agreed figures and what was needed from reserves or by revisiting the Precept figure. At this stage Expenditure was noted as £34,217 and Income at £31,708: A deficit of £2509 which it was agreed could be taken from the reserve as necessary.

3. The Chairman summarised and thanked all for attending. He then informed the Clerk of the decision regarding a salary increase of 2% and provision for up to £400 overtime should it become necessary.

The Meeting Closed at 9.15 pm

AFTERNOTE: After the meeting had closed the failure to include the salary figure (£5602) into the proposal were noted. Revised proposals were circulated to members of the Finance Committee for consideration Out of Committee as follows:

- Taking out the £3000 Community Project expenditure figure on the basis that the only scheme identified is possible redecoration of the pavilion (and the showers if not done this FY). Leave Pavilion at £2500 (Project - subject to grant- £2000, utilities £500) - Reduces deficit to £5111
- Reduce NDP events expenditure to £4000 - probably a more realistic figure for year one. Reduces deficit to come from reserve of £4111.

	<ul style="list-style-type: none">• In summary propose to the Parish Council <p>A budget for 2018/19 of expenditure at £35,819, Precept of £15,300, Income of £16,408 including a transfer from Reserves £4,111 as detailed on the attached spreadsheet</p>	
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C Emmett

Parish Clerk

9 Nov 17

	Revised Proposal to Fin Ctee 6 Nov 17	
Expenditure	Fin S-C Recd	Notes
Office Expenses	£600.00	
Clerk Salary (Gross)	£5,602.00	
Training	£300.00	
Councillor Expense	£50.00	
Legal Fees	£1,500.00	
Insurance	£1,025.00	
Audit Charges	£450.00	
Section 137	£500.00	
Grounds Maintenance	£5,300.00	
Footpaths	£2,000.00	
Tree Maintenance	£4,000.00	
Dog Bins	£360.00	
Street Lighting	£1,982.00	
Pavilion	£2,500.00	£2k shower/redecorate (c grant)
Sports Field	£1,200.00	
BBPF and AVPF	£3,000.00	
Subscriptions	£650.00	
Website	£300.00	
Events (NDP)	£4,000.00	Reduced fig realism measure
Safety Measures	£500.00	
Miscellaneous		See Pavilion above
Total Expenditure	£35,819.00	
Income		
Precept	£15,300.00	
Bank Interest	£8.00	
Ant Structures Rent	£9,000.00	
Grants	£2,000.00	Pavilion tbc
Website Sponsorship		
Pav. Running Cost Contributions	£300.00	Cricket soccer
Section 106 Contributions		
VAT Repayment	£1,000.00	
Miscellaneous Income		
NDP Grants	£3,000.00	
Lengthsman	£1,100.00	Assumes Join. Incl salary of £100 to admin
Total Income	£31,708.00	
Transfer From Reserve	£4,111.00	