

MINUTES FROM THE FINANCE COMMITTEE MEETING  
HELD ON THURSDAY 7<sup>TH</sup> NOVEMBER 2019  
AT 7.30 PM IN THE KING EDWARD VII MEMORIAL HALL  
**MINUTES REMAIN A DRAFT UNTIL AGREED AS A CORRECT RECORD AT THE NEXT MEETING**

Present:	Cllrs S Kennedy (Chairman), C Williams, D Coole, A Wilson Minutes – C Emmett, Parish Clerk	
<b>1</b>	<b>Apologies for Absence</b> Cllr A Lockhart	
<b>2</b>	<b>To receive and accept declarations of interest</b> Nil	
<b>3</b>	<b>Public Participation</b> Nil.	
<b>4</b>	<b>Review of previous budget years spend</b> In considering the proposed budget for FY 20/21, the Clerk had provide Committee members with historical budget and spend details. He indicated a projected cash reserve of £33,000 at the end of the FY 19/20 and had provided a recommended budget.	
<b>5</b>	<p><b>Overview – Projects and Plans</b> While there have been numerous, uncosted project ideas muted, these have yet to be worked and formally proposed at Council and will be discussed at the next full PC meeting. It was noted that this was untimely and might perhaps be formally considered earlier in the future years to inform this meeting. According it was agreed that the budget for next year be considered in turn under headings:</p> <p>a. <b>Essential for the maintenance of the estate</b> – Staff and office costs, insurance, obligatory audits, grounds maintenance, trees, dog bins, street lighting, pavilion utilities, buildings, assets (play equipment, fences etc), web domain. Subscriptions (HALC/NALC, ICO Registration, CPRE) were discussed and included in this group. Recommended figures were provided based on history and inflation. A budget figure of £18,150 + GM (GM fig withheld during ongoing tender process) was agreed. It was noted that this was within the assured income from existing Precept, rental income, bank interest and VAT refund accrued.</p> <p>b. <b>Prudent Additions.</b> These included sums for Cllr expenses including a Chairman’s Allowance in line with guidance given Local Council Administration paragraph 16.30, legal fees, £4000k of the designated reserve of essential pavilion maintenance, and an additional £1000 for maintenance of playing fields, NDP over run (a grant to offset this may be available) and safety measures. Cllrs discussed these and:</p> <p style="padding-left: 20px;">a. Reduced the sum recommended for Cllr expenses and the Chairman’s Allowance.</p> <p style="padding-left: 20px;">b. Playing Fields (AVPF &amp; BBPF). It was noted that there has been a recommendation that the ‘wetpour’ surfaces under the play equipments will need refurbishment/replacement over the next 2 to 5 years. It was recommended that £6000 be designated as an <b>earmarked reserve</b> to cover 2 surfaces from 2021/22.</p> <p style="padding-left: 20px;">c. Removed Safety Measures from this group on the basis that it should be absorbed in sums already agreed or should be the subject of a new project if they are enhancements</p> <p>It was noted that these additions would require an increase in budget income or use of reserves. Of this £4000 was already earmarked in the cash reserves for necessary pavilion works. As these are generally maintenance or running cost figures they are unlikely to attract grant funding and will therefore need to come from cash reserves or precept increases.</p> <p>c. <b>Desirable Projects.</b> Numerous projects have be suggested in advance of this meeting but need research and discussion in Council prior to approval. Cllrs felt it was desirable to have the facility to make appropriate local grants under s137 recommend an allocation of no more than £150 in total. They also felt it was important to make provision for community or safety projects which will fill a need and enhance the local quality of life. The possibility of raising the precept by more than inflation was discussed but discounted. A figure of £4000 for projects was suggested on the premise that as new projects a 50% grant to offset spend should be a requirement of project approval.</p>	<b>Cllk</b>
<b>6</b>	<b>Discuss and agree budget and precept proposals for the financial year 2020/2021</b> Having established the proposed expenditure budget and the concepts that precept should not rise by more than inflation, that projects would only be allowed next year if 50% grant funding was obtained, (or other new income), the cost of additional budget expenditure would fall to parish cash reserves. It was agreed that reserves should be able to cover earmarks and total loss of rental income. The proposed budget to be recommended to full council is at Annex A. This includes a precept of £15,680 (up by 2.4%), project grant income of £2000 and use of £395+ GM provision from cash reserves.	

**Meeting Closed at 9:15 pm**

<b>Expenditure</b>	<b>Fin Ctee</b>
Office Expenses	£650.00
Clerk Salary (Gross)	£6,500.00
Training	
Councillor Expenses	£200.00
Legal Fees	£2,000.00
Insurance	£1,110.00
Audit Charges	£415.00
Section 137	£150.00
Grounds Maintenance	Withheld due to tender
Footpaths	£1,000.00
Tree Maintenance	£2,500.00
Dog Bins	£1,540.00
Street Lighting	£2,000.00
Pavilion	£4,400.00
Sports Field	£1,500.00
BBPF and AVPF	£2,000.00
Subscriptions	£500.00
NDP	£1,000.00
Website	£35.00
Safety Measures	£0.00
Events/elections	£0.00
Miscellaneous	£0.00
NDP Locality Grant	£0.00
Projects	£4,000.00
<b>Total Expenditure</b>	<b>£31,500+GM</b>
<b>Income</b>	
Precept	£15,680.00
Bank Interest	£10.00
Ant Structures Rent	£10,335.41
Grants	£2,000.00
Website Sponsorship	£0.00
Pav. Running Cost Contributions	£0.00
Section 106 Contributions	
VAT Repayment	£2,400.00
Miscellaneous Income	£0.00
NDP Grants	£500.00
Parish Funds	£395+GM
Lengthsman Scheme	£0.00
Village Hall (Grass)	£180.00
<b>Total Income</b>	<b>£31.500+GM</b>