

**Minutes of the
Burton-in-Lonsdale Finance Committee Meeting
7.30pm, Thursday 9th November 2023
in the Village Hall, Burton in Lonsdale**

**Present: Parish Councillors: David Taylor, Ian Wardle, Rebecca Spedding
2 members of the public**

The Clerk was in attendance

Councillor Taylor chaired the meeting. The chair stated that the meeting would be recorded; members of the public may record the meeting if they wish.

150/2022 Apologies

No apologies were received

151/2022 Code of Conduct and Declaration of Interests

To record Councillor's Disclosable Pecuniary Interests relating to this Agenda or a matter in which a member has another interest.

Resolved: No declarations of interest to be declared.

152/2022 Public Statements and Questions

Representatives of the Parochial Church Council asked about the process for requesting grants from the Parish Council as they would like to ask for funding to help with the cost of refurbishing the Lychgate. The issue of whether Parish Councils can donate to Churches was discussed. The clerk to check the up-to-date legal situation. Cllr Taylor explained that the Council is considering a formal grant application process.

153/2022 Half year accounts 1st April – 30th September 2023

The half-year accounts show the overall receipts and payments, together with an analysis of the spend in each category against budget. Also a reconciliation to the bank.

The budget summary shows the budget spent in the half year to September 2023 with a comparison to September 2022

Resolved: to accept the half year accounts and the budget summary - appendix 1 attached

154/2022 2023-2024 Budget

a) Routine maintenance, recreation field, pavilion and administration – The cost involved in running the recreation field and pavilion was discussed. It was agreed that more effort needs to be made to bring income in. It was also proposed to include a larger amount in the budget to build up a fund for future maintenance and replacement costs.

b) Grant requests

The setting up of a formal grant request process was discussed. To be added the full council agenda for a decision.

The Parish Council is considering options for the unallocated reserves to include the following schemes -

i) Village Entrances

- a. South gateway
- b. East Chicane
- c. West – road alignments

ii) Village information signage

- a. Village information signs
- b. VOSCY signage

iii) Marketing plan for the Pavilion and recreation field

iv) Cllr Taylor also proposed a donation of £1000 to the PCC to help with the cost of refurbishing the Lychgate, subject to confirmation of the legal situation.

- c) The proposed budget for 2024/2025 for recommendation to full Council – the proposed budget total is £25,300 including a £3000 sinking fund which is hoped will accumulate to cover unexpected costs in the future.

The proposed budget for 2024/2025 totalling £25,300 attached at appendix 2 was accepted

155/2022 Annual Precept – recommendations to Full Council

- The total budgeted spend for 2024/2025 is £25,300
- Predicted income for 2024/2025 is approximately £4250 - £3000 from pavilion and recreation field bookings, £500 from electricity payments and £750 from bank interest
- The difference is £21,000 approx. which will need to be raised from the Precept.

It was therefore proposed to increase the Precept for 2023/2024 to £20,500

156/2022 Date & time of forthcoming meetings

16th November 2023: Full Council Meeting: final budget & precept for 2024/25

18th January 2024: Full Council Meeting

The meeting closed at 8.15 pm

Signed

Dated

Appendix 1

<u>Budget Summary</u>	To September 2023		To September 2022	
	Budget 2023-2024	Budget Spent Apr- Sep 2023	Budget 2022-2023	Budget Spent Apr- Sep 2022
<u>Total Precept £19,500 (£9,750 per 1/2 year)</u>				
<u>Maintenance and renewals</u>	Excl VAT		Excl VAT	
Street lights power supply	1800.00	2,040.11	1,760.00	946.59
Street Lights (year 1 of maintenance cycle)	150.00	151.23	330	0
Street Lights: Renewals/loan repayments			909.72	909.72
Seat Maintenance	60.00	0.00	60	0
Street maintenance, Noticeboards	50.00	0.00	0	18.37
Grass cuts All Areas	4000.00	2,593.75	4,200.00	2,287.50
Trees Riverside Land, VOSCY & VG	1000.00	231.49	1,100.00	0
Xmas Tree for Village Green (250), power (75)	300.00	0.00	300	0
Village Green misc inc War memorial	0.00	0.00	0	0
<u>Village Organisations & Projects</u>				
S/137 donations to village organisations, incl. Shop	0.00	0.00	0	0
Donations other than s137: BRG (LGA 1976 (Misc Provs))	0.00	100.00	0	0
Village Projects incl Community Orchard	0.00		0	0
<u>Recreation Field</u>				
Pavilion water, electric	1500.00	380.66	2,000.00	469.47
Sports Pavilion capital purchases	0.00	0.00	0	0
Pavilion maintenance (LGA 1976 Misc Provs)	1250.00	525.06	1,650.00	101.15

Equipt inspection; maintenance	300.00	140.00	550	0
Rec Field (excl. Pavilion) maintenance	750.00	394.81	825	0
Administration				
Transparency Code compliance expenses	130.00	130.00	110	130
Annual Audit (external & internal)	600.00	265.00	660	250
Training fees	150.00	0.00	120	141.8
Travel	50.00	0.00	120	0
Communications: telephone, internet, email	200.00	140.00	220	0
Sports Pavilion website	100.00	0.00	90	0
Print, postage	300.00	43.02	330	-38.51
Subscriptions	300.00	223.00	440	0
Insurance (incl pavilion)	1500.00	1,402.17	1,650.00	1,295.96
Room Hire (30 hours @ £8 / hr)	300.00	0.00	300	0
Elections	0.00	0.00	0	0
Sundries	250.00	42.00	250	159.86
Clerk's Salary and HMRC PAYE	6240.00	3,082.36	2,760.00	914
Clerks Use of home, heat, light, file storage	336.00	175.00	400	0
Clerk's Gratuity part, total payable upon retirement			82.78	
Contingency Fund (currently at £5,000)	1000.00	0.00		
TOTALS	22,616.00	12,059.66	21,217.50	7,585.91

Income

	To date	Projected
Precept	19500	19500
Pavilion Recreation Field	2310	2500
Ofgem, RHI	400	500
Bank Interest	424	50
	22634	22550

Half Year Accounts

RECEIPTS to 30th September

	Half year 1/4/23 - 30/9/23	Half year 1/4/22 - 30/9/22
CDC: Annual precept (full year/half year)	19,500.00	17,500.00
Terriers JFC	178.00	332.00
Pavilion Hire	1,988.00	1,547.00
Bank interest	424.62	230.10
Scottish power/ Ofgem payments	398.05	
Village fund	1,036.47	
Grants and Donations	1,359.50	
TOTAL Receipts	24,884.64	19,609.10

Payments to 30th September

Half Year budgeted payments	12,059.66	7,585.91
Payments from reserves:-		
Emma Adams & Ptrs (report on Planning application)	1,525.20	Groundworks 3,480.00
Simon Stockton re village entrance	144.10	Jubilee 1,700.00

Shelley Signs	1,340.00	Bollards	2,083.50
Burton in Lonsdale Village Hall	10,000.00		
Coronation event	1,064.93		
VAT paid (to be reclaimed)	1,254.20		1,327.11
Total payments		27,388.09	16,176.52
Opening cash book balance	43,237.33		45,504.79
Total receipts as above	24,884.64		19,609.10
Total payments as above	-27,388.09		16,176.52
Closing cash book balance		40,733.88	48,937.37
Bank balances as at 30 th September 2023	40,733.88		50,240.41
Unpresented cheques			-1,303.04
Closing cash book balance		40,733.88	48,937.37

Appendix 2

Proposed Budget 2024-2025

Maintenance and renewals

Street lights power supply	2,100.00
Street Lights	200.00
Grass cuts All Areas	5,000.00
Riverside Land excl grass	1,000.00
Village Green - Xmas tree, War memorial	400.00

Village Organisations & Projects

Donations other than s137	0.00
Village Projects	0.00

Recreation Field

Pavilion water, electric	1,100.00
Pavilion maintenance (LGA 1976 Misc Provs)	1,000.00
Equipt inspection; maintenance	350.00
Rec Field (excl. Pavilion) maintenance	750.00

Administration

Transparency Code compliance expenses	175.00
Annual Audit (external & internal)	500.00
Training fees	100.00
Travel	0.00
Communications: telephone, internet	200.00
Print, postage	75.00
Subscriptions	250.00
Insurance (incl pavilion)	1,500.00

Room Hire (30 hours @ £8 / hr)	300.00
Sundries	100.00
Clerk's Salary and HMRC PAYE	6,864.00
Clerks Use of home, heat, light, file storage (48 weeks at £7)	336.00
Contingency Fund (currently at £5,000)	
General sinking fund	<u>3,000.00</u>
	<u>25,300.00</u>
<u>Projected Income 2024/25</u>	
Proposed Precept	20,500.00
Pavilion, Rec field	3,000.00
Ofgem RHI	500.00
Bank interest	<u>750.00</u>
	<u>24,750.00</u>