

Minutes

Burton-in-Lonsdale Parish Council Finance Committee

Meeting of Thursday 21st November 2019

Sports Pavilion, Burton in Lonsdale

Present: Councillors Handley, Shaw, Thompson (Chair)

Apologies: None

In attendance: the Clerk.

1 Appointment of Chairman for the Meeting

Resolved

Cllr Thompson to chair this meeting.

2 Code of Conduct and Disclosable Pecuniary Interests

To record any Councillor's Disclosable Pecuniary Interest relating to this Agenda's items

There were none.

3 Half Year Accounts 1st April – 30th September 2019 (Appendix 1)

Summary and report.

The half year accounts were circulated to the Committee prior to the meeting.

All expenditures appear to be in line with the budget, taking into account the payments' timings. The expectation at this juncture is to maintain budgeted expenditure within the current limits. Non-budget expenditure arising can be drawn down from general reserves.

4 2020-21 Budget : discussion and recommendations to full council, including

- Consideration of re-allocation of fund surplus (if any) to other Parish Council projects
- Routine Maintenance, Recreation Field and Pavilion and Administration
- Grant applications from Village and other Organisations
- Section 137 donations
- Village Projects
- Risk assessment and insurance items' valuations
- Proposed 2020-21 budget for recommendation to full Council (Appendix 2)

The discussion agreed the following points:

- Fund surpluses (if any) would be retained in the General Reserve to be available for Parish Council projects; no specific allocations at this juncture.
- Routine expenditures for maintenance and administration to be maintained, with a slight increase, to take account of inflation.
- One specific application has been received to date (VE Day (1945) Commemoration Group), and will be put to full council for consideration.
- Section 137 donations to be drawn down from the General Reserve, total up to the maximum allowed, if requested.
- Risk Assessments (Financial and Physical) – there appear to be no changes to the physical risk assessment since the previous assessment; a copy to be emailed to councillors for final approval in writing (by email).
- Clerk to check Outdoor Gym items have been added to the Assets Register.

The individual items were then considered; amounts were proposed for the 2020-2021 budget.

Resolved

To propose to full council a total budget of £18,777 for the year 2020-21 (Appendix 2)

- 5 **2020-2021 Annual Precept:** recommendation to full council of amount to be requested from Craven District Council, in the light of the proposed total budget for 2020-2021, and projected unallocated reserves available at year end 31st March 2020.

Resolved

To propose to full council a 2020-21 precept of £18,000, a 5.88% increase over the previous year 2019-20 (£17,000).

- 6 **Date, time and venue of next monthly Parish Council Meeting**
Thursday 28th November 2019, starting at 7.30pm, Village Hall

Signed

Dated

Appendix 1

Receipts and Payments: 6 months 1st April to 30th September 2019

year end <u>31.03.19</u>		<u>30.09.19</u>
	<u>Receipts</u>	
16,500.00	Precept	17,000.00
44.48	Bank Interest	35.60
300.00	Sundry Income	300.00
16,511.06	Grants/Donations	479.81
1,553.96	Hire Fees	1,677.00
712.01	Miscellaneous	219.03
<u>4,801.50</u>	VAT Refund Received	<u>611.94</u>
<u>40,423.01</u>	Total Income	<u>20,323.38</u>
	<u>Payments</u>	
1,057.90	Administration	429.70
2,393.52	Staff Costs	1,196.76
170.00	Section 137 Payments	0.00
9,563.70	Village Projects	412.01
902.34	Utilities excl Rec Field	984.72
74.72	Street Lights Maintenance	580.58
1,965.24	Street Lights Loan repayment	968.04
1,371.37	Maintenance	590.75
3,111.78	Rec. Field Committee	2,356.69
1,562.88	Sports Pavilion project	0.00
942.51	Sports Pavilion: maintenance	1,488.75
576.00	Subscriptions	0.00
1,310.17	Insurances	1,347.98
120.00	Room Hire	0.00
280.00	Audit Fees	490.00
0.00	Donations	0.00
378.16	Sundries	154.52
125.00	Elections	0.00
0.00	Miscellaneous	0.00
0.00	Petty Cash	0.00
<u>2,798.28</u>	VAT Paid	<u>1,107.45</u>
<u>28,703.57</u>	Total Expenditure to 30 th September 2019	<u>12,107.95</u>

Bank Accounts Reconciliation for period 1st April - 30th September 2019

Balance brought forward:

Current Account	1.4.19	300.00	
Business Reserve A/c	1.4.19	34,830.10	
O/S cheques	1.4.19	<u>-2,740.57</u>	32,389.53
Add: Receipts		<u>20,323.38</u>	20,323.38
			<u>52,712.91</u>
			<u>52,712.91</u>
<u>Payments</u>			
April-June		7,151.40	
July - Sept		4,956.55	
Oct - Dec		0.00	
Jan - Mar		<u>0.00</u>	
			<u>12,107.95</u>
		balance c/f	<u><u>40,604.96</u></u>

Bank Reconciliation at 30.09.19

Current Account	300.00	
Business Reserve A/c @ 30.09.19	41,814.07	
	<u>42,114.07</u>	
O/S cheques at 30.09.19	<u>-1,509.11</u>	40,604.96
	<u>40,604.96</u>	-40,604.96
		0.00

Appendix 2

2020 – 2021 Budget proposal

		2020-21 Budget as of 21.11.19
<u>Maintenance and renewals</u>		
Street lights power supply		1,000
Street Lights (year 1 of maintenance cycle)		300
Street Lights: Renewals/loan repayments		1,887
Seat Maintenance		300
Street maintenance, Notice boards		100
	Areas	
Lot 4 Grass cuts Village Green, path to VOSCY	1-5	3,000
Lot 5 Grass cuts Riverside Land		
Trees Riverside Land, VOSCY & VG		1,000
Xmas Tree for Village Green (250), power (75)		300
Village Green misc inc War memorial		0
VOSCY grass cuts		0
VOSCY: trees, memorials, misc maintenance		
Grass cut: path verges to Rec Field		
S/137 donations to village organisations, incl. Shop		0
Donations other than s137: BRG (LGA 1976 (Misc Provs))		0
<u>Recreation Field</u>		
Pavilion water, electric		1,500
Pavilion maintenance (LGA 1976 Misc Provs)		1,500
Equipt inspection; maintenance		400
Rec Field (excl. Pavilion) maintenance: bollards (75), wall repairs (200)		750
Grass Cuts: Football pitch, & surround (April-October)		
Grass Cuts: play area		
Grass Cuts: Pavilion, path, gate, road verge		

Administration

Transparency Code compliance expenses		150
Annual Audit (external & internal)		500
Training fees		100
Travel		100
Communications: telephone, internet, email		200
Sports Pavilion website (annual £72); domain name (every 2 yrs)		75
Print, postage		300
Subscriptions		400
Insurance (incl pavilion)		1,500
Hire of Village Hall (@ £10/ hr)		240
Elections		0
Sundries		200
Clerk's Salary 220hrs x £10.40/hr + ann. leave) net	Staff	2,500
HMRC PAYE	Costs	
Clerks Use of home, heat, light, file storage: £371 p.a.		400
Clerk's Gratuity part, total payable upon retirement		75
Contingency Fund (currently at £5,000)		
		18,777