

Minutes
Burton-in-Lonsdale Parish Council
Finance Committee Meeting
7.30pm, Wednesday 22nd November 2017
Sports Pavilion, Bentham Moor Rd, Burton in Lonsdale

Present: Cllrs. Mason, Shaw and Thompson (Chair)

Apologies: Cllr. Handley

In attendance: The Clerk.

1 Code of Conduct and Disclosable Pecuniary Interests

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

Cllr Thompson declared an interest re Item 4i.

2 Appointment of Chairman for the Meeting

Resolved

Cllr Thompson to chair the meeting.

Cllr Thompson thanked Cllr Mason for stepping in at the last moment, as Cllr Handley was unable to attend this evening.

3 Half Year Accounts 1st April – 30th September 2017

Summary and report.

The Clerk reported budgeted expenditure items to end October were in line with the annual budget of £16,292. A projected surplus at year end as of end October will be approximately £17,700. This sum is based on the cash at bank less current financial commitments including the remaining budget.

Thus:

Cash at bank as at 15 November 2017:	£30,889.35
Less Commitments as at 15 November 2017:	£13,173.43
Cash remaining at 31 March 2018 (forecast):	£17,715.92

4 2018-2019 Budget : discussion and recommendations to full council, including

- Consideration of re-allocation of fund surplus (if any) to other Parish Council projects

This item to be left to full council discussion.

- Maintenance:

- i. general: grass cutting, including verges, seat maintenance, street lighting, footway weeding, etc

It was noted the grass cutting contractor is proposing to increase prices, although it is not known by how much at this stage. The standard of work has been high and commented upon by both councillors and residents. Full council will be asked if it wishes to invite the contractor to submit prices for 2018, or to go out to tender.

- ii. Recreation Field and Pavilion, including football pitch grass cutting and marking, play equipment, etc

The current year's expenditure is being matched by receipts.

The current year's expenditure for the above items is in line with expectations, and it appears there will be no major increases in these costs.

Resolved

To budget very similar amounts to the current year's budget (see Appendix for figures)

- Funding re village's small maintenance jobs done by volunteers
The committee recognises the invaluable contribution made by volunteers in both time and skills. Materials required for work done to be funded from the maintenance budget.
Resolved
To set a budget £100 for incidental expenses (see Appendix).
 - Grant applications from Village and other Organisations
Following discussion about the timing of village organisations invitations to apply to the council for donations, it was
Resolved
To budget £250 under S137 of LGA 1972 and £750 under 1976 LGA (Misc. Provisions) and await applications during the year.
 - Risk assessment and insurance items' valuations.
The risk assessments were not discussed.
The insurance premium was increased in September as the pavilion valuation was increased to take account of re-building costs in the very unlikely event of a total re-build be required. Thus the overall annual premium is likely to be in the region of £1,250.
Resolved
To budget £1,250 for the annual insurance premium.
Insurance providers to be researched prior to renewal in June 2018.
 - Recreation Field business plan including sports pavilion operation
Not discussed.
 - Proposed 2018-19 budget for recommendation to full Council
Resolved
The 2018-19 annual budget be set at £16,280, and to be recommended to the full council for approval.
- 5 **2018-2019 Annual Precept:** recommendation to full council of amount to be requested from Craven District Council, in the light of the proposed total budget for 2018-19, and projected unallocated reserves available at year end 31st March 2018.
Resolved
The Finance Committee recommends to full council an annual precept for 2018-19 of £16,500.
- 6 **Date, time and venue of next monthly Parish Council Meeting**
Thursday 23rd November 2017, 7.30pm, Village Hall

The meeting closed at 9.00pm

Signed.....

Date.....

Appendix

Budget 2018-19

	Budget 2017-18	Budget 2018-19
Utilities: electricity for street lights	800	900
Maintenance and renewals		
Street Lights (year 1 of maintenance cycle)	150	100
Street Lights: Renewals/loan repayments	2,043	1965
Seat Maintenance	50	300
Street maintenance, Noticeboards	200	200
Lot 4 Grass cuts Village Green, path to VOSCY	560	750
Lot 5 Grass cuts Riverside Land	350	
Trees Riverside Land, VOSCY & VG	1,000	1000
Xmas Tree for Village Green (250), power (75)	300	250
Village Green misc inc War memorial		
Lot 6 VOSCY grass cuts	400	
VOSCY: trees, memorials, misc maintenance		150
Subscriptions	300	320
Insurance (incl pavilion)	1,000	1250
Hire of Village Hall (30 hours @ £7 / hr)	150	240
Elections		125
Sundries	100	100
S/137 donations to village organisations, inc. Shop	250	250
Donations other than s137: BRG (LGA 1976 (Misc Provs))	750	750
Recreation Field		
Pavilion water, electric	600	400
Pavilion maintenance (LGA 1976 Misc Provs)	1,000	1000
Play Area Equipt insp'n; maint.;	250	250
Rec Field other than pavilion maintenance: bollards (75), wall repairs (200)	250	200
Lot 1 Grass Cuts Football pitch, & surround (April-October)	1,300	1500
Lot 2 Grass Cuts on play area	400	
Lot 3 Grass Cuts (Pavilion, path, gate, verge)		
Administration		
Transparency Code compliance expenses	100	100
Annual Audit (external & internal)	500	400

	2017-18	2018-19
Training fees	100	100
Travel	200	200
Communications: telephone, internet, and email	75	200
Internet/email access @£36/qtr	150	
Print	100	300
Sports Pavilion website(annual); domain name (evry 2 years)		80
Clerk's Salary 220hrs x £10.40/hr + ann. leave) net	2,300	2400
HMRC (re payroll tax deductions)		
Clerks Use of home, heat, light annual amt £165	364	400
Clerk's use of home: file storage @ £4.00/week £208pa		
Clerk's Gratuity part, total payable upon retirement	100	100
Contingency Fund		0
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TOTAL BUDGET	16,192	16,280