

**Minutes**  
**Burton-in-Lonsdale Parish Council Finance Committee**  
**7.30pm, Monday 12<sup>th</sup> November 2018**  
**Sports Pavilion, Bentham Moor Rd, Burton in Lonsdale**

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**Present:** Cllrs. Handley (Chair), Shaw, Thompson.

**Apologies:** None.

**In attendance:** the Clerk.

**1 Appointment of Chairman for the Meeting**

**Resolved**

Cllr Handley be appointed Chair for 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 no items recorded.

**3 Half Year Accounts 1<sup>st</sup> April – 30<sup>th</sup> September 2018**

Summary and report.

The Clerk circulated prior to the meeting the accounts up to 9<sup>th</sup> November 2018 with the caveat that the November bank statements are awaited.

To date major budgeted items are as estimated; this is due in no small part to the amount of voluntary work done by several people. One item of note: there is no external audit fee for the 2018 audit of the 2017-18 Annual Accounts, as this council opted out of audit due to both receipts and expenditures being below the £25,000 threshold which triggers external audit. This will not be the case in 2019 re the current year's accounts.

**4 2019-2020 Budget : discussion and recommendations to full council, including**

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

**Resolved**

There is to be no re-allocation of any surpluses from the current year. Any 2018-19 year end surpluses can be considered for reallocation at a later date.

- Maintenance:
  - i. general: grass cutting, including verges, seat maintenance, street lighting, footway weeding, etc
  - ii. Recreation Field and Pavilion, including football pitch grass cutting and marking, play equipment, etc
- Funding re village's small maintenance jobs done by volunteers

The above two items were considered as part of the overall budget.

Currently the three major areas of expenditure are routine maintenance, the Recreation Field and Pavilion and Administration.

- Grant applications from Village and other Organisations

There are no applications at present. The committee considered the condition to submit applications once every financial year is restrictive on local organisations. Currently the general reserve is sufficient to make it possible to consider applications for small sums as and when they arise.

**Resolved**

To recommend to full council local organisations' funding applications are to be considered on a quarterly basis.

- Risk assessment and insurance items' valuations  
The Clerk advised the insurance company adjusts valuations on an annual basis; there have been no changes to the physical or financial risk assessments.
- Recreation Field business plan including sports pavilion operation  
**Resolved**  
To ensure the receipts and payments account is neutral as far as is possible with day-to-day expenditure.
- Proposed 2019-20 budget for recommendation to full Council  
**Resolved** The Committee recommends a budget of £16,736 for the year 2019-20 (see appendix for details).  
The contingency item to be increased to £5,000 as recommended by The Department for Communities and Local Government THE GOOD COUNCILLOR'S GUIDE TO FINANCE AND TRANSPARENCY 2017, pg 9: "A council should typically hold between 3 and 12 months expenditure as a general reserve..." by reducing the general reserve.

5 **2019-2020 Annual Precept:** recommendation to full council of amount to be requested from Craven District Council, in the light of the proposed total budget for 2019-2020, and projected unallocated reserves available at year end 31<sup>st</sup> March 2019.  
**Resolved**  
To recommend to full council a precept request of £17,000 to be made to Craven District Council. (3.03% increase on 2018-19 precept).

6 **Date, time and venue of next monthly Parish Council Meeting**  
Thursday 29<sup>th</sup> November 2018, 7.30pm, Village Hall

Meeting closed at 8.41pm

**Signed** .....

**Dated** .....

**Appendix**

<b>BUDGET</b>	<b>2018-19</b>	<b>2019-20</b>
<b><u>Maintenance and renewals</u></b>		
Street lights power supply	900	1,000
Street Lights (year 1 of maintenance cycle)	100	100
Street Lights: Renewals/loan repayments	1,965	1,926
Seat Maintenance	300	300
Street maintenance, Noticeboards	200	200
Lot 4 Grass cuts Village Green, path to VOSCY	750	750
Lot 5 Grass cuts Riverside Land		
Trees Riverside Land, VOSCY & VG	1,000	1,000

Xmas Tree for Village Green (250), power (75)	250	300
Village Green misc inc War memorial		0
VOSCY grass cuts	150	150
VOSCY: trees, memorials, misc maintenance		
Grass cut: path verges to Rec Field		
S/137 donations to village organisations, incl. Shop	250	250
Donations other than s137: BRG (LGA 1976 (Misc Provs))	750	500
	<b>6,615</b>	<b>6,476</b>

**Recreation Field**

Pavilion water, electric	400	400
Sports Pavilion capital purchases		0
Pavilion maintenance (LGA 1976 Misc Provs)	1,000	1,500
Equipt inspection; maintenance	250	400
Rec Field (excl. Pavilion) maintenance: bollards (75), wall repairs (200)	200	200
Grass Cuts: Football pitch, & surround (April-October)		
Grass Cuts: play area	1,500	1,400
Grass Cuts: Pavilion, path, gate, road verge		
	<b>3,350</b>	<b>3,900</b>

**Administration**

Transparency Code compliance expenses	100	100
Annual Audit (external & internal)	400	500
Training fees	100	100
Travel	200	100
Communications: telephone, internet, email	200	200
Sports Pavilion website (pa £72); name (every 2 yrs)	80	0
Print, postage	300	300
Subscriptions	320	320
Insurance (incl pavilion)	1,250	1,500
Hire of Village Hall (30 hours @ £8 / hr)	240	240
Elections	125	0
Sundries	100	100
Clerk's Salary 220hrs x £10.40/hr + ann. leave) net HMRC PAYE	2,400	2400
Clerks Use of home, heat, light, file storage: £371 p.a.	400	400
Clerk's Gratuity part, total payable upon retirement	100	100
Contingency Fund (currently at £2,000)		
	<b>6,315</b>	<b>6360</b>

**TOTAL**

**16,280**

**16,736**