

Burton-in-Lonsdale Parish Council

Finance Committee Meeting Minutes

7.30pm, Thursday 17th November 2016
Sports Pavilion, Bentham Moor Rd, Burton in Lonsdale

Present: Cllrs. Handley, Mason, and Thompson (Chairman)

In attendance: the Clerk.

Apologies: None.

1 Code of Conduct and Disclosable Pecuniary Interests

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

There were none.

2 Appointment of Chairman for the Meeting

Resolved

To appoint Cllr Thompson as Chair of the Finance Committee for this and future meetings.

3 Half Year Accounts 1st April – 30th September 2016

Summary and report.

The Clerk circulated prior to the meeting a half yearly Receipts and Payments Account, together with explanatory accounts relating to Recreation Field and Sports Pavilion receipts and payments.

It was noted that all expenditures are reported monthly and form the basis of the half year accounts.

An immaterial difference of £1.98 will be resolved by year end. Budgeted expenditure is within the 2016-17 budget; some of the additional expenditure items have been reimbursed by way of donations from BRG and BCSEA as per previous resolutions.

Resolved

To accept the six month accounts as presented.

4 2017-2018 Budget : discussion and recommendations to full council

The items (excluding risk assessment and insurance valuations) were discussed. The following items are to be clarified before the full council sets its 2017-18 budget:

- i. PWLB loan (re street light replacements programme): to make enquiries regarding early repayment of outstanding loan (final repayment instalment due 26 April 2022)
- ii. Grass cutting: two tenders received by 5pm 16th November, 2016. Contractors to confirm whether prices include collecting grass from football pitch (and other areas). Also, to further define type of grass cutting on Riverside land to include mowing over all areas, strimming around trees/posts.

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

Resolved

To re-allocate fund surplus to new Parish Council activities.

- Maintenance:

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

Two tenders for grass cutting received; clarification awaited (see above).

Resolved

Seat Maintenance will continue to be done by volunteers, for cost of materials.

Resolved

Street lighting maintenance will continue to be done by North Yorkshire County Council.

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

Resolved

To use LGA 1976 (miscellaneous provisions) Section 19 for expenditure relating to the Recreation Field and day-to-day Pavilion expenses e.g. utilities, etc).

- Funding re village's small maintenance jobs done by volunteers

Resolved

Funds in line with the current year's allocation to be assigned for minor maintenance work done by volunteers.

- Grant applications from Village and other Organisations

Resolved

To continue to grant BCG £100 annually, in order to assist the Parish Council publish its agendas, minutes and financial information as required by the Transparency Code.

A discussion ensued concerning the timing of asking groups for applications, as none had yet been received for the coming financial year: receiving applications on a single date facilitates the budget process, however applications for small amounts during the financial year might be accommodated from the fund surplus (for the time being). No decision made.

- Risk assessment and insurance items' valuations

This item was not discussed.

- Recreation Field business plan including sports pavilion operation

Day-to-day expenditure is broadly within budget at the moment. No business plan, per se, set.

See above resolution: day to day expenses to be met from the budget under LGA 1976 s19.

- Proposed 2017-18 budget for recommendation to full Council

A discussion as to the level of budget, the amount to be drawn from reserves and the precept amount to be requested

Resolved

To recommend to full council that a budget of £17,170 be set for the financial year 2017-18; details of the budget to be found in below Appendix.

- 5 **2017-2018 Annual Precept:** recommendation to full council of amount to be requested from Craven District Council, in the light of the proposed total budget for 2017-18, and unallocated reserves available at year end 31st March 2017.

Resolved

To recommend to full council to request a precept of £16,000 from CDC, payable in two tranches in April and September 2017; to recommend to full council drawing

down £1,170 from reserves in order to meet budget commitments.

- 6 **Date, time and venue of next monthly Parish Council Meeting**
Confirmed: Thursday 24th November 2016, 7.30pm, Village Hall

The meeting closed at 9.30pm.

Signed

Dated.....

Appendix

2016-17 Precept £14,750 (£7350 per 1/2 year)

| BUDGET | | |
|--|----------------|---------------------------------|
| | 2016-17 | 2017 – 18 (proposed) |
| Utilities: electricity for street lights | 800 | 900 |

Maintenance and renewals

| | | |
|---|-------|-------|
| Street Lights (year 2 of maintenance cycle) | 150 | 350 |
| Street Lights: Repayment of public works loan | 2,043 | 2,000 |
| Seat Maintenance | 50 | 150 |
| Street maintenance | 200 | 200 |
| Lot 4 Grass cuts Village Green, path to VOSCY £480 | 560 | 480 |
| Lot 5 Grass cuts Riverside Land £120 | 350 | 360 |
| Trees Riverside Land, VOSCY & VG | 1,000 | 1,000 |
| Xmas Tree for Village Green (250), power (75) | 300 | 350 |
| Village Green misc inc War memorial | | 0 |
| Lot 6 VOSCY grass cuts | 250 | 240 |
| VOSCY: memorials [1450], misc maintenance | 150 | 150 |
| Lot 7 Chapel Lane bank verge | | 120 |
| Subscriptions | 300 | 300 |
| Insurance (incl pavilion) | 1,000 | 1,000 |
| Hire of Village Hall (30 hours) | 150 | 250 |
| Elections (local) | | 0 |
| Sundries | 100 | 100 |
| S/137 donations to village organisations, inc. Shop | 250 | 250 |
| Donations other than s137: (LGA 1976 (Misc Provs) s 19) | 750 | 750 |

Recreation Field

| | | |
|--|-------|-------|
| Pavilion water, electric | 600 | 600 |
| Pavilion maintenance (LGA 1976 Misc Provs) | 1,000 | 1,000 |

Play Area Equipt insp'n; maint.;

Misc. maintenance: bollards (75), wall repairs (200); rubbish collection

Lot 1 Grass Cuts Football pitch, & surround (April-October)

Lot 2 Grass Cuts on play area

Lot 3 Grass Cuts (Pavilion, path, gate, verge)

| | | |
|-------|--|-------|
| 250 | | 250 |
| 250 | | 250 |
| 1,300 | | 1,020 |
| 200 | | 300 |
| 200 | | 180 |

Administration

Transparency Code compliance expenses

Annual Audit (external & internal)

Petty Cash

Training fees

Travel

Telephone

Print inc councillor allowance

Internet/email access @£36/qtr

Clerk's Salary 220hrs x £10.034 then £10.40/hr + ann. leave) net

HMRC (re payroll tax deductions)

Clerks Use of home, heat, light annual amt £165

Clerk's use of home: file storage @ £4.00/week £208pa

Clerk's Gratuity part, total payable after 9.11.2014

| | | |
|-------|--|-------|
| 100 | | 100 |
| 500 | | 500 |
| 100 | | 100 |
| 100 | | 0 |
| 200 | | 200 |
| 75 | | 50 |
| 100 | | 350 |
| 150 | | 150 |
| 2,300 | | 2,700 |
| 364 | | 370 |
| 100 | | 100 |

Addition to Contingency Fund

| | | |
|---|--|---|
| 0 | | 0 |
|---|--|---|

| | | |
|----------------------------|---------------|---------------|
| Total Budget | 16,292 | 17,170 |
| Precept | 14,750 | 16,000 |
| Drawn from reserves | 1,542 | 1,170 |