

# PAPPLEWICK PARISH COUNCIL

## Minutes of the Finance Committee meeting held at Brooke Farm, Linby on 20<sup>th</sup> October 2016 at 7.30 pm

**Present:**

Cllr Stephanie Roberts (Chairman)  
Cllr Carolyn Hesketh (vice chairman)  
Cllr Baz Mayoh  
Cllr Nigel Penlington  
Liz Gretton (Clerk)

**Absent:** Cllr Terry Savage

**Parishioners:** Nil

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The meeting commenced at 7.30pm

The minutes of the 2015 meeting were accepted as a true record and signed by the Chairman Cllr Stephanie Roberts.

**Minute  
No.**

150/16

1. Apologies

Cllr T Savage

151/16

2. Declarations of Interest

Cllr Roberts declared an interest in the Papplewick & Linby Cricket Club

Cllr Mayoh declared an interest in the Griffins Head Pub

Cllr Penlington declared an interest in the Papplewick & Linby Village Hall

152/16

3. Consider the half year accounts up to 30<sup>th</sup> September 2016

The half year accounts were considered by the committee. Both Precept and Revenue Grant had been received in full. As at 30<sup>th</sup> September 2016 the current account stands at £21,001.41 and the deposit account stands at £15,790.14.

153/16

4. Review spending levels against budgets

Spending levels were found to be broadly in line with budgets. It was noted that newsletter expenditure is over budget due to extra editions being required for the neighbourhood plan.

It was reported that the majority of expenditure under 'Miscellaneous items' is due to the costs incurred for the new barrels for the village and the W.I. bench which has little impact on the PPC finances as funds have been donated to cover these costs.

Training and publications were above budget due to new councillor training, Chairman Training and the CiLCA training course attended by the Clerk.

154/16

## **5. Prepare budgets for 2017/18**

All budget heads were reviewed. The attached draft budget for 2017/18 was agreed for submission to the full Council.

- It was agreed to reduce to cost of the play day donations from £200 to £160 as this should cover the cost of the drummer.
- It was agreed the Subscriptions will remain at £150 to cover the cost of NALC and Get Mapping.
- It was agreed to increase the grass-cutting budget on Church Lane from £110 to £120.
- It was agreed to increase the Website costs from £210 to £240 to cover costs.
- It was agreed to reduce the Village Hall Hire budget to £112 as this will be sufficient for 8 meetings per year which include the Finance Committee meeting and the HR Committee meeting.
- Insurance was reduced from £2200 to £1964.33, a reduction of £235.67 since the Council agreed to take out a 3 year fixed-term agreement with AON.
- The Playing Fields budget head to include annual inspection, equipment purchase and grass cutting/maintenance was reduced from £2178.00 to £1998.00, a reduction of £180.
- Newsletter printing was increased from £130 to £183 which is adequate for 3 newsletters per year.
- Clerk salary to increase from £3,973 to £4572 in line with NALC recommendations.
- It was agreed Clerk's Home Expenses would remain at £228 in line with NALC recommendations.
- It was agreed to include a Stationery and Admin Costs budget which was allocated £50 to cover the cost of stamps, paper etc.
- It was agreed to include a Travel Costs budget which was allocated £50 to cover the cost of mileage if required.
- It was agreed to reduce the Miscellaneous budget by 100% since this should no longer be required with the addition of the new budget heads.
- It was agreed to include a budget head for Section 137 and allocate £100 – further information on Section 137 can be found from [nottsalc.gov.uk](http://nottsalc.gov.uk) or contact the Clerk.

- It was agreed to include a Chairman's Allowance and allocate £25. Further information on Chairman's Allowance can be found from [nottsalc.gov.uk](http://nottsalc.gov.uk) or contact the Clerk.
- It was agreed Audit Fees would remain at £220.
- It was agreed to increase Training / Publications from £75 to £225 to cover the costs of the CiLCA qualification for the Clerk and additional training for the Councillors as required
- The budget for the Local Plan will remain at £500.
- It was agreed to include a budget head for the Neighbourhood Plan to include the sub-headings:
  - Consultant – £5,000.00 allocated
  - Consultation - £500.00 allocated
  - Traffic Consultant - £1,500 allocated
  - Newsletter - £61.00 allocated
  - Room Hire - £60.00 allocated

The majority of these costs will be covered by grants and should not impact on PPC funds.

- It was agreed to reduce the Bulb planting budget by 100% since this would now be covered under the Village Improvements Scheme (below).
- It was agreed to allocate £200 to the Lengthsman Scheme since it was uncertain at this stage whether the scheme will continue in 2017/18.
- It was agreed to include a Village Improvements Scheme budget and allocate £650.00. This will be used for any improvements around the village such as new benches, barrels, bulbs, Christmas lights etc.
- The budget for Accommodation will remain at £2,000 and is not included in the precept.

**155/16 6. Precept recommendation for 2017/18**

It was agreed that the precept level should be raised by 1.45% to £10,062 in line with forecast expenditures. The remaining £4,806.33 of expenditure will be taken from PPC reserves if necessary.

**156/16 7. Review of banking arrangements**

It was resolved that Yorkshire Bank continue to provide the Council's banking services.

**157/16 8. Appointment of internal auditor**

It was resolved to appoint Mr. B Woodcock for a further term of one year.

**158/16 9. Review of insurance cover**

The PPC have taken out a 3 year long-term agreement and will therefore remain with AON until next review in 2019.

**159/16 10. VAT Claim**

The Clerk advised that a claim of £1,132.90 was made between October 2015 and January 2016, and £359.22 in September 2016. A further £199.88 is due to be claimed.

**160/16 11. Any other business**

The Financial Risk Management Policy and Financial Regulations were reviewed and no changes recommended.

The Finance Committee reported that Church Lane was in good repair and it is appropriate that no funds have currently been allocated. Funding from the Wind Turbine contribution and grants could be considered in the future.

Signed: Chairman .....