

PAPPLEWICK PARISH COUNCIL

Minutes of the Finance Committee meeting held at Brooke Farm, Linby on
Wednesday 18th October 2017 at 7.30 pm

Present

Cllr Stephanie Roberts (Chairman)
Cllr Carolyn Hesketh (Vice-Chairman)
Cllr Nigel Penlington
Liz Gretton (Clerk)

The meeting commenced at 7.30 pm

- 161/17 **Apologies**
None
- 162/17 **Declarations of Interest**
Cllr Roberts declared an interest in the Papplewick & Linby Cricket Club
Cllr Penlington declared an interest in the Papplewick & Linby Village Hall
- 163/17 **Approval of the Finance Committee Minutes – October 2016**
The minutes of the 2016 finance committee meeting were accepted as a true record and signed by Cllr Roberts.
- 164/17 **Consider the half year accounts up to 30th September 2017**
The half year accounts were considered by the committee. Both precept and revenue grant had been received in full.
- 165/17 **Review spending levels against Budgets**
Spending levels were found to be broadly in line with budgets.
- It was noted that playing fields maintenance/annual inspection expenditure is over budget due to the critical works that had been carried out to remove a tree on the playing field.
- It was reported that grass cutting was below budget due to the lack of visits from Gedling Borough Council.
- It is expected that funding for the dropped kerb will come out of this year's budget, and will be allocated to the Village Improvements Scheme Budget.
- 166/17 **Prepare budgets for 2018/19**
All budget heads were reviewed. The attached draft budget for 2018/19 was agreed for submission to the full Council.

- It was agreed to reduce the Play Day budget by 100% since the play day drummer has retired, and there is no guarantee the play day event will go ahead in 2018.
- It was agreed to increase the NALC subscription budget by £10.00 due to an increase in last year's cost. Get Mapping to remain at £28.00.
- It was agreed to increase the grass cutting budget on Church Lane from £120.00 to £130.00 to accommodate any increase in cost.
- It was agreed to reduce the Website budget from £240.00 to £205.00.
- It was agreed the Village Hall Hire budget would remain at £112.00 as there are no anticipated increases in 2018.
- It was agreed to increase the Insurance budget to £2,009. This is due to an increase in premium tax earlier this year. No further increases are expected.
- Playing Fields budget head:
 - o Maintenance / Annual inspection was increased from £400 to £1,000 to cover the cost of further tree works required on the playing field.
 - o Equipment purchase will remain the same at £1,428.00.
 - o Grass Cutting to be increased from £170.00 to £570.00 in line with recent quotations
 - o It was agreed to include a budget for the War Memorial Project. £3,000 was allocated and will not be included in the precept.
- It was agreed Newsletter printing will remain at £183.00 which is adequate for 3 newsletters per year.
- Clerk Salary budget to increase to £4,700.00 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 reduce the Stationery and Admin Costs budget from £50.00 to £30.00
- It was agreed to reduce the Travel costs budget from £50.00 to £20.00
- It was agreed to include a budget head for The Best Kept Village Competition and allocate £6.00.
- The budget for Section 137 will remain at £100.00

- The budget for Chairman's Allowance will remain at £25.00.
- It was agreed to reduce the budget for Audit Fees from £220.00 to £120.00. Due to changes in the auditing process, the Parish Council should only be required to have an internal audit in 2018.
- It was agreed to reduce the Training/Publications from £225.00 to £140.00. This should be adequate for further training for the Clerk and new Councillor.
- It was agreed to reduce the Local Plan budget from £500.00 to £300.00.
- It was agreed to allocate £1,000 towards the Neighbourhood Plan budget. It will be confirmed at the next Full Council meeting whether this budget will be included in the Precept.
- It was agreed the Lengthsman Scheme will remain at £200.00, since it is uncertain whether the scheme will continue in 2018/19.
- The Village Improvements Schemes budget to be increased from £650.00 to £1,650.00. The increase is to cover any items similar in nature to this year's dropped kerb.
- The budget for Accommodation will remain at £2,000.00 and is not included in the precept.

The Finance Committee discussed the possibility of allocating a budget to the proposed Walking & Cycling Strategy. It was agreed not to include a budget this year since the Strategy is not yet ratified.

The Finance Committee discussed the possibility of allocating a budget for improving the paths between the playing field and the two access bridges into the woods. The Finance Committee agreed not to include a budget for this and will review this in the future once the Playing Field Working Party present their plans to the Parish Council.

167/17

Precept Recommendation for 2018/19

The precept excluding the Neighbourhood Plan budget is £11,880.00. An increase of 11.07% on last year's precept.

The precept including the Neighbourhood Plan budget is £12,888.00. An increase of 28.9% on last year's precept.

It was agreed that the Precept should be discussed further at the next Full Council meeting in November, where the precept will be agreed.

- 168/17** **Review Ear Marked Reserves**
It was agreed to increase the Play Equipment replacement reserve from £12,534.00 to £13,961.00. All other reserves to remain the same. Total Ear Marked Reserves, £24,961.00.
- 169/17** **Review of Banking Arrangements**
It was resolved that Yorkshire Bank continue to provide the Council's banking services.
- 170/17** **Appoint Internal Auditor**
It was resolved to appoint Mr Barrie Woodcock for a further term of one year.
- 171/17** **Review of Insurance Cover**
The Parish Council received notification that Aon is ceasing its involvement in the Local Councils market. They have made arrangements for BHIB Ltd to provide the next renewal quote. It was agreed to wait for the renewal and discuss at that time.
- 172/17** **VAT Claim**
The Clerk advised £218.25 is due to be claimed.
- 173/17** **Review Financial Risk Management Policy**
The Financial Risk Management Policy was reviewed and no changes recommended.
- 174/17** **Review Financial Regulations Policy**
The Financial Regulations Policy was reviewed and no changes recommended at this time. It was agreed to review the policy upon confirmation of the new audit procedure.
- 175/17** **Review Financial Reserves Policy**
The Financial Reserves Policy was reviewed and no changes recommended.

The meeting ended at 9.55 pm

Signed: Chairman _____