

# PAPPLEWICK PARISH COUNCIL

## Minutes of the Finance Committee meeting held on Wednesday 26<sup>th</sup> October 2022 at Brooke Farm, Linby, commencing 7pm

**Present** Cllr Stephanie Roberts (Chair), Cllr Carolyn Hesketh (Vice-Chair) and Liz Gretton (Clerk)

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**155/22**      **Absent**  
Cllr R Pettitt

**156/22**      **Declarations of Interest**  
Cllr Roberts - Papplewick & Linby Cricket Club  
Cllr Hesketh - Papplewick & Linby Village Hall and Papplewick Village Fayre

**157/22**      **Approval of the Finance Committee Minutes – October 2021**  
The minutes of the 2021 finance committee were accepted as a true record, proposed by Cllr Hesketh and seconded by Cllr Roberts and signed by the Chair, Cllr Roberts.

At the November 2021 Full Council Meeting, the budget was discussed by the Full Council (November 2021 Minutes item 142/22\*). The precept was agreed by the Full Council at the January 2022 meeting (item 10/22\*\*)

**158/22**      **Consider the half year accounts**  
The half year accounts were considered by the committee. The precept has been received in full.

**159/22**      **Review forecast spending levels against budgets**  
Donations are expected to be under budget by £80.00. It was noted that £250.00 has been donated to Papplewick Village Fayre and it has been agreed to donate £20.00 to St Michael's Church for room hire in October.

Hedge cutting on Church Lane is under budget by £65.00. This is due to the PC not requesting the verges to be strimmed this year.

Hire of Village Hall is under budget due to the hall not being available for the postponed meeting held in October.

Insurance is over budget by £78.00 due to the addition of the Container/contents and an increase in the Insurance Premium Tax.

The budget for Equipment Replacement & Maintenance (including Petrol for Strimmer) has not been used.

Playing Field – Maintenance & Annual Inspection is under budget; however it is expected the adult gym equipment and roundabout will require maintenance.

To date, the budget for Equipment Purchase hasn't been used.

Best Kept Village Competition budget has not been used due to the competition being cancelled by the organisers.

To date, the budget for Newsletter/printing is under budget due to one newsletter being printed. It is expected a further newsletter will be printed in the spring.

The budget for Clerk's Salary is expected to be over budget due to an increase in hours from 8 to 9 per week, as agreed at the January 2022 HR Committee Meeting.

The budget for Clerk's Home Working Expenses is expected to be over budget due to increasing the amount to the maximum tax-free allowance allowed by HMRC, as agreed at the January 2022 HR Committee Meeting.

The Elections Cost budget of £250.00 had not been used due to no elections taking place in 2022.

To date, it has not been necessary to use the Lengthsman budget.

There is a miscellaneous amount of £50.00 which had not been budgeted for. This was to compensate a member of the public for damaged clothing whilst using the skate park.

The budget for Audit Fees is under budget due to the Parish Council not requiring a limited assurance review for the 2021/2022 audit.

The budget for Training is over budget by £36.00 due to the Council attending two NALC events.

The Container was not included in the budget. The total cost of the project was £4,739.99 and the Parish Council received a contribution of £3,700.00 from Miner 2 Major.

The Village Improvement Scheme is expected to be under budget mainly due to the Christmas tree being donated by Malfords this year.

All other items are within budget.

160/22

**Prepare budgets for 2023/2024**

All budget heads were reviewed. The draft budget for 2023/24 was agreed for submission to the full Council.

- The budget for Donations to remain at £350.00; Papplewick Village Fayre Group £250.00 and £100.00 for other donations.
- Subscriptions budget to remain at £150.00.
- The budget for Hedge cutting on Church Lane to be reduced to £200.00 which should be sufficient for one cut.
- The Website Maintenance & hosting budget to remain at £1,020.00.
- The Village Hall Hire budget to be increased from £112.00 to £120.00 to cover the cost of any increases. This amount should be sufficient for 7 meetings per annum.
- The insurance budget to be increased to £2,300.00 to include the addition of insuring the Container/contents and to cover any cost increases.
- Playing Fields budget head:
  - o Maintenance / Annual inspection to be reduced to £700.00
  - o Tree Maintenance budget to be reduced to £250.00
  - o Equipment purchase to increase to £2,757.00
  - o Grass Cutting to be increased to £600.00
- Newsletter printing to be reduced to £130.00 to cover the cost of two newsletters
- Equipment Replacement / Maintenance (including petrol for the strimmer) to remain at £25.00
- Clerk's Salary budget to increase to £6,250.00 to accommodate any future pay increases as per NALC 's recommendation.
- Clerk's Home Expenses budget to increase to £305.00
- Stationery and Admin Costs budget to remain at £50.00.
- Travel costs budget to remain at £10.00.
- The Best Kept Village Competition budget to remain at £5.00.
- The budget for Section 137 will remain at £100.00
- The budget for Chairman's Allowance will remain at £25.00.

- The budget for Audit Fees to remain at £320.00 to cover the cost of an internal audit and a limited assurance review.
- The budget for the ICO Registration to remain at £35.00.
- The budget for Training/Publications to increase to £100.00.
- The budget for Elections is not required. The £1,000.00 collected over the last four years will be included in the PC Reserves to be used when required.
- The budget for the Lengthsman Scheme will not be required for 2023/2024 due to the Parish Council being given an increase in hours.
- The Village Improvements Schemes budget to increase to £1,150.00 and consists of:
  - o Flowers & Tubs: £550.00 to cover the cost of flowers
  - o Christmas: £500.00, which covers the cost of the Christmas tree, delivery and electricity
  - o Other: £100.00
- The budget for Accommodation will remain at £2,000.00 and is not included in the precept.
- The budget for The Papplewick Environment Community Fund will remain at £2,200.00 and is not included in the precept.

**161/22**

**Precept Recommendation for 2023/2024**

For 2023/2024, the budgeted costs are £18,942.00. It was agreed that the PC should continue to include in the precept a top up reserve of £3,417.00 (no longer a year on year increase), and to exclude the £2,000.00 budgeted accommodation costs.

The recommended precept for 2023/2024 is £20,359.00, an increase of 2.28%.

**162/22**

**Review Ear Marked Reserves**

It was agreed to increase the Play Equipment replacement reserve to £22,847.00.

The reserve for Tree Maintenance will remain at £1,000.00.

The Cycle Path reserve to be removed. The donation of £10,000.00 received from Put Things Right to be moved to the Skatepark Replacement Reserve as agreed in the March 2022 minutes item 55/22.

The reserve for the Papplewick Environment & Community Fund is £14,310.00 as it is expected the Parish Council will receive £2,319.39 in November 2022.

The reserve required for removing unauthorised occupants from PC land to remain at £1,000.00.

The reserve for Elections Costs is £1,000.00.

A reserve for the Skatepark Replacement has been added and includes the donation from Put Things Right and the amount received for scrapping items of the old skatepark. The reserve is £12,706.00

The Ear Marked Reserves total stands at £52,863.00

**163/22 Review of Banking Arrangements**

It was resolved that Virgin Money continue to provide the Council's banking services.

**164/22 Appoint Internal Auditor**

The Clerk advised Mr Barrie Woodcock has retired. The Clerk advised she has been given a recommendation from another Parish Council and agreed to pursue.

**165/22 Review of Insurance Cover**

The Clerk advised the long term agreement with BHIB is due to expire in 2023. The PC agreed to review the insurance provider nearer the time.

**166/22 VAT Claim**

It was advised that £287.20 is due to be claimed.

**167/22 Review Financial Risk Management Policy**

The Financial Risk Management Policy was reviewed, and no changes recommended.

**168/22 Review Financial Regulations Policy**

Cllr Hesketh agreed to review the Financial Regulations after the meeting and circulate any recommendations to the Parish Council.

**169/22 Review Financial Reserves Policy**

The Financial Reserves Policy was reviewed, and no changes recommended.

**The meeting ended at 20:50**

**Signed: Chairman \_\_\_\_\_**

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142/21	<b>FINANCE COMMITTEE MEETING UPDATE &amp; PRECEPT RECOMMENDATION</b> The draft finance meeting minutes and budget sheet were circulated to the PC prior to the meeting. Cllr Hesketh reported that it had been noted that although the PC have been putting money into the budget each year to go towards play equipment replacement, it has not been precepted and therefore no cash has been going into the fund, which is why the PC now have a shortfall of reserves of approximately £17,000.00.
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Cllr Hesketh gave a brief overview of the meeting including: For 2021/22 we have included £3,000.00 for roundabout repairs and removed the £2,500.00 budget for the CCTV. For the 2022/23 budget, they have included £500.00 for tree maintenance, which will be precepted to cover emergency tree maintenance should it be required, earmarked reserves for tree maintenance will reduce from £3,000.00 to £1,000.00. She reported there will be no budget for the wheeled activity ramp (skatepark) or the container – these will all need to either be fully funded or completed inhouse with no significant costs. She advised £2,500.00 has been included for employing a planning consultant to assist with responding to the emerging Ashfield Local Plan.

Cllr Hesketh asked Cllr Barnfather whether the £600.00 donation that was given for the CCTV and Security on the Playing Field can be re-purposed towards an additional defibrillator\* for the Parish. Cllr Barnfather asked the Clerk to send him the request in writing. \* See *Agenda item 145/21*

Cllr Hesketh reported she has produced a draft budget up to 2026/7 with a precept top up each year of £3,417.00 to make good the shortfall over the next 5 years. She advised the precept recommendation for 2022/2023 is £22,405.00 which is an increase of 78.83%. Cllr Roberts commented the Finance Committee have looked at the numbers and can find no other way around it - the precept needs to be increased to accommodate the short-fall and to ensure the parish continues to be maintained.

Cllr Barnfather advised the PC not to waste money on a planning consultant and commented the PC can respond themselves. Cllr Roberts advised a lot of the documents are technical jargon that is not always easily understood, however the PC agreed to remove this from the budget.

Removing the Local Plan budget leaves a precept of £19,905.00, a 59% increase. The PC agreed to include a full explanation of the precept increase in the newsletter and remind the parishioners of what the Parish Council do for the parish, including planting out the flowers, owning and maintaining the play equipment (many think it is Gedling Borough Council who are responsible, and not the Parish Council) and also highlight that the Councillors are all unpaid volunteers.

Cllr Barnfather advised Ravenshead PC do not have ear marked reserves for their play equipment as it is unlikely all equipment would need replacing at the same time, so if something needs replacing or repairing, it is done in that one year, and then another the following year. Cllr Hesketh commented it would be irresponsible for Papplewick PC not to build up a fund for replacing the equipment, which is now 10 years old. Cllr Roberts commented the larger play equipment is around £20,000.00 to replace and the PC would not be in a position to do this if they did not hold reserves.

Cllr Hesketh advised the current ear marked reserves include £10,000.00 from Put Things Right which is allocated towards cycle or footpaths. There is also £10,000.00 from the Papplewick Environment & Community Fund, and this has been agreed to be allocated towards projects that are above and beyond the general day to day activities of the Parish Council. She also advised it is recommended that a year's worth of precept is held in reserves.

Cllr Penlington advised the PC are now faced with the ongoing cost of maintaining the website and also commented that the trees are now mature and do require annual inspection and maintenance.

The PC discussed removing the extra budget of £110.00 to strim Church Lane as this can be covered by the Lengthsman hours. It was agreed that any overspend next year will need to be agreed by making a compensating saving against another budget area, and this additional £110 would leave the PC some small scope for this.

Cllr Hesketh clarified that there will be no monies available for any other projects. She commented the precept for 2022/23 is a one-off large increase, and that the following 4 years will not require further large increases.

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10/22	<p><b>FINANCE UPDATE &amp; PRECEPT RECOMMENDATION</b>          The precept recommendation for 2022/2023 is £19,905.00. The PC resolved to accept the precept. Clerk to forward details to GBC.</p>
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