

# PAPPLEWICK PARISH COUNCIL

## Minutes of the Finance Committee meeting held remotely via Zoom on Tuesday 5<sup>th</sup> October 2021 at 7.00pm

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

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118/21

**Apologies**

Cllr Helen Guyler

119/21

**Declarations of Interest**

Cllr Roberts - Papplewick & Linby Cricket Club

Cllr Hesketh - Papplewick & Linby Village Hall

Cllr Pettitt – The Griffin’s Head Pub

120/21

**Approval of the Finance Committee Minutes – October 2020**

The minutes of the 2020 finance committee meeting were accepted as a true record, proposed by Cllr Hesketh and seconded by Cllr Roberts and signed by the Chair, Cllr Roberts.

121/21

**Consider the half year accounts up to 1<sup>st</sup> October 2021**

The half year accounts were considered by the committee. The precept has been received in full.

122/21

**Review forecast spending levels against budgets**

Donations is overbudget due to the Fireworks purchase not being included in the budget for 2021/2022 (as agreed). Since the event has been cancelled, the £500.00 will be rolled over to 2022.

It is expected that Subscriptions will be overbudget due to requiring a subscription to Zoom for remote meetings. This will not be budgeted for in 2022/23.

It was noted the Website Project is overbudget by £3,375.00 as the costs at the time of budgeting last year were unknown.

The budget for Website Maintenance and Hosting is overbudget due to the cost of the annual agreements from Vitty

Hedge cutting on Church Lane is expected to be overbudget due to the PC requesting strimming of the verges as well as hedge cutting.

Hire of Village Hall is under budget due to the hall being closed for much of the year due to Covid-19 restrictions.

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

Playing Field – Maintenance & Annual Inspection is slightly overbudget due to requiring a tree survey and subsequent tree felling. It also includes purchasing and installation of new signs for the playing field.

Playing Field – Equipment Purchase / Repairs will be overbudget due to the cost of the Roundabout repairs, which is £3,000.00.

A budget head for PPE/Covid-19 was created mid-year and has an overall spend of £258.54, which was not included in the budget. This will not be required for the 2022/23 budget.

Best Kept Village Competition budget has not been used due to the competition being cancelled because of the Covid-19 restrictions.

Audit Fees expenditure is overbudget due to an increase in cost from the internal auditor.

The Elections Cost budget of £250.00 had not been used due to no elections taking place in 2021.

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

The Village Improvement Scheme is overbudget due to the purchase of 2 x Self Watering barrels, one of which it was understood, would be funded through the Papplewick Community & Environment Fund. This is to be pursued.

All other items are within budget.

**123/21**

**Prepare budgets for 2022/2023**

All budget heads were reviewed. The draft budget for 2022/23 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. It was agreed that the Bonfire Donation will not be required as this has been rolled over from 2021/22.
- To increase the Subscriptions budget by £10.00 to cover any increase to the NALC subscription. The budget is £150.00.
- The budget for Hedge cutting on Church Lane to be increased to £265.00 to cover the cost of hedge cutting and strimming.
- The Website Maintenance & hosting budget to be increased from £600.00 to £1002.00 to cover the cost of the annual agreements.

- The Website Project Budget - As previously agreed, £500 of the budgeted shortfall of this project has been included in the 2022/23 precepted amount. Any remaining shortfall will be considered as part of the overall funding shortfall.
- The Village Hall Hire budget to be increased to £112.00. This amount should be sufficient for 7 meetings per annum.
- The insurance budget to remain at £2,000.00.
- Playing Fields budget head:
  - o Maintenance / Annual inspection to remain at £1,600.00
  - o Tree Maintenance budget required and allocated £500.00
  - o Equipment purchase to increase to £1,651
  - o Grass Cutting to be reduced by £180.00 to £420.00
- It was agreed to remove the budget item for CCTV as the PC do not have the funds available for this project. The Borough Councillors have donated £600.00 towards security on the playing field. The Finance Committee recommend contacting the Borough Councillors to ask whether the donation can be re-purposed, potentially towards a defibrillator
- Newsletter printing to remain at £190.00
- Equipment Replacement / Maintenance (including petrol for the strimmer) to remain at £25.00
- Clerk's Salary budget to increase to £5,100.00 to accommodate any future pay increases as per NALC 's recommendation.
- Clerk's Home Expenses to remain at £228.00.
- 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 increase to £320.00 to cover the cost of the internal audit and a limited assurance review.
- The budget for the ICO Registration to remain at £35.00.
- The budget for Training/Publications to remain at £50.00.

- It was agreed at the 2018 Finance Committee Meeting that £1,000.00 be allocated towards the Elections budget. It was agreed at the January 2019 meeting that this figure will be spread over 4 years and each year £250.00 will be precepted. This will cover the cost of future elections.
- It was agreed the Lengthsman Scheme will remain at £200.00, since it is uncertain whether the scheme will continue in 2022/2023.
- Local Plan budget to be allocated £2,500 to cover the cost of hiring a Planning Consultant to represent the Parish on the Ashfield Local Plan
- The Village Improvements Schemes budget to increase to £1,350.00 and consists of:
  - o Flowers & Tubs: £750.00 to cover the cost of flowers and purchasing one new barrel
  - 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.

The Finance Committee agreed there should be no additional significant project spend allocated in 2022/2023, eg. Wheeled activity ramp area / container costs. Any work done would need to either be funded or completed in-house with no significant costs and any expense being saved from elsewhere in the budget.

124/21

**Precept Recommendation for 2022/2023**

Cllr Hesketh advised the PC has never precepted the amount needed for equipment repairs. This should have been precepted each year and used to increase the earmarked funds. A top up to the precept of £3,417.00 will be required each year for the next 5 years to recover insufficient reserves. This allows for a spend of £2,500 a year, from 2023/24 onward for equipment repairs and maintenance, but nothing in 2022/23, given the already high increase in the precept.

Should the Council agree to bringing the overall funds back to where they need to be within 5 years, a one-off precept increase of 78.83% is required. The recommended precept for 2022/2023 is £22,405.00.

125/21

**Review Ear Marked Reserves**

It was agreed to increase the Play Equipment replacement reserve by £1,600.00. This takes the reserve to £22,796.00. This takes the earmarked fund balance back to what is required under the current calculation method of all equipment lasting 25 years, all replacements 50% match funded and nothing included against the skatepark for replacement.

It was agreed the reserve for Tree Maintenance will decrease to £1,000.00, for emergency works only.

The Cycle Path reserve to remain at £10,000.00.

The reserve for the Papplewick Environment & Community Fund to remain at £10,127.44 as payment hasn't yet been received for 2021/2022.

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

The reserve the Elections Costs is £1,000.00.

The reserve for CCTV/Security on the Playing Field is £600.00. This was a contribution from the Borough Councillors in January 2021. The Finance Committee recommend this is re-purposed towards a new defibrillator. To be agreed at a full council meeting.

The Ear Marked Reserves total stands at £46,523.44

126/21

**Review of Banking Arrangements**

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

127/21

**Appoint Internal Auditor**

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

128/21

**Review of Insurance Cover**

The Parish Council have taken out a long-term agreement with BHIB. This expires in 2023.

129/21

**VAT Claim**

It was advised that £51.14 is due to be claimed.

130/21

**Review Financial Risk Management Policy**

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

131/21

**Review Financial Regulations Policy**

The Financial Regulations Policy was reviewed and no changes recommended.

**132/21**

**Review Financial Reserves Policy**

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

**The meeting ended at 22:15**

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