

PAPPLEWICK PARISH COUNCIL

Minutes of the Finance Committee meeting held on Wednesday 17th October 2023 at Brooke Farm, Linby, commencing 7pm

Present Cllr Stephanie Roberts (Chair), Cllr Rowan Smart, Cllr Sylvia Bennett and Liz Gretton (Clerk)

- 129/23** **Apologies**
Cllr Andrew Bly
- 130/23** **Declarations of Interest**
Cllr Roberts - Papplewick & Linby Cricket Club
Cllr Smart – The Bonfire Committee, Papplewick Village Fayre
Cllr Bennett – The Papplewick & Linby Village Hall
- 131/23** **Approval of the Finance Committee Minutes – October 2022**
The minutes of the 2022 finance committee were accepted as a true record and signed by the Chair, Cllr Roberts.
- 132/23** **Consider the half year accounts**
The half year accounts were considered by the committee. The precept has been received in full.
- 133/23** **Review forecast spending levels against budgets**
Donations are expected to be under budget by £100.
- Additional donations outside of the budget include the payment for Fireworks of £1,000.00 which is expected to be recuperated after the event. The PC donated £210 to Linby PC towards their Coronation Event. This money came from a donation previously made to Papplewick PC by Cllr Barnfather, NCC.
- Subscriptions are expected to be over budget due to an increase in the NALC subs. This budget head now includes the subscription to Microsoft 365 which is split with Linby Parish Council and costs £25.00 per annum.
- Hedge cutting on Church Lane is expected to be in budget – the PC are awaiting an invoice.
- Hire of Village Hall is expected to be over budget due to invoices for last year's hire being received in this financial year. It was also noted that the Village Hall has increased their hourly rate to £10.00 per hour.
- Insurance is under budget by £269.00.

It is expected that the budget for Newsletter/Printing will be overbudget due a newsletter being printed in October and another in March. The increase in costs will be due to printing colour copies which Full Council agree is more effective. The October newsletter will also include a mid-term consultation leaflet on the Papplewick Neighbourhood Development Plan.

The budget for Equipment Replacement & Maintenance (including Petrol for Strimmer) has not been used. It was agreed by the Finance Committee to remove this budget.

Playing Field

- Maintenance & Annual Inspection is over budget by £1,474.00 due to necessary repairs made to the Roundabout and Adult Gym Equipment.
- To date, the Tree Maintenance budget has not been used, however it is expected that a survey will be required this year
- To date, the Equipment Purchase budget has not been used
- Grass cutting on the Playing Field is over budget by £280.00 due to Malfords ceasing trading and the PC hiring a new company, Weed Free.

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

The budget for Clerk's Salary is expected to be overbudget due to a pay increase which was recommended by NALC.

A budget for Clerk's Pension has been added due to the Clerk enrolling into the Local Government Pension Scheme on 1st October 2023.

Village Improvements:

- Tubs & Flowers: Overbudget by £571.00 due to purchasing 3 planters (50% contribution from The Papplewick Environment & Community Fund)
- Christmas: Expected to be within budget
- Other: Overbudget by £209.00 due to purchase of water tank and keys.

All other items are within budget.

134/23

Prepare budgets for 2024/2025

All budget heads were reviewed. The draft budget for 2024/2025 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 towards new lamppost poppies
- Subscriptions budget to increase by £35.00 to cover the cost of the increase to the NALC subs and the budget for Microsoft 365 subs

- The budget for Hedge cutting on Church Lane to be remain at £200.00.
- The Website Maintenance & hosting budget to remain at £1,020.00.
- The Village Hall Hire budget to remain at £120.00
- The insurance budget to remain at £2,300.00
- Playing Fields budget head:
 - o Maintenance / Annual inspection to remain at £700.00
 - o Tree Maintenance budget to remain at £250.00
 - o Equipment purchase to increase slightly to £2,766.00
 - o Grass Cutting to increase to £800.00
- Newsletter printing to increase to £260.00 to cover the cost of 2 x colour prints
- The budget for Equipment Replacement / Maintenance (including petrol for the strimmer) to be removed.
- Clerk's Salary budget to increase to £7,118 due to recent pay increase agreed by NALC and any future increases agreed by PC
- Clerk's Home Expenses budget to increase slightly to £312.00
- A new budget head was added for Clerk's Pension as agreed at the full council meeting in September 2023 - £1,516
- A new budget head was added for the Local Government Pension Scheme Deficit. This is an amount paid to NCC by a pool of organisations within the Fund as a means of mitigating financial risk (ie ill health, retirement of Clerk). At the time of meeting, it is unknown what the amount will be. The Finance Committee agreed to allocate £500.00.
- 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 be removed
- 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 remain at £100.00.
- The Village Improvements Schemes budget to increase to £1,650.00 and consists of:
 - o Flowers & Tubs: to remain at £550.00
 - o Christmas: £600.00 to cover the cost of the Christmas tree, delivery and electricity
 - o Other: to remain at £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.

135/23 **Precept Recommendation for 2024/2025**

It was agreed that the PC should continue to include in the precept a top-up reserve of £2,000 and to exclude the £2,000 budgeted accommodation costs.

The recommended precept for 2024/2025 is £22,287.00, an increase of 9.47%.

136/23 **Review Ear Marked Reserves**

It was agreed to increase the Play Equipment replacement reserve to £24,594.00

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

The Cycle Path reserve remains at £0.00

The reserve for the Papplewick Environment & Community Fund is £15,480.30.

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.

The reserve for Skatepark Replacement remains at £12,706.00

The Ear Marked Reserves total stands at £55,780.30

137/23 **Review of Banking Arrangements**

It was resolved that Virgin Money continue to provide the Council's banking services. It was agreed a further authoriser be set up on the account.

- 138/23** **Appoint Internal Auditor**
Sue Stack to continue to provide the PC with an internal audit
- 139/23** **Review of Insurance Cover**
The Clerk advised the PC are in a long term agreement to May 2026
- 140/23** **VAT Claim**
It was advised that £1,154.18 is due to be claimed
- 141/23** **Review Financial Risk Management Policy**
The Financial Risk Management Policy was reviewed and no changes recommended.
- 142/23** **Review Financial Regulations Policy**
The Financial Regulations Policy was reviewed and no changes recommended.
- 143/23** **Review Financial Reserves Policy**
The Financial Reserves Policy was reviewed, and no changes recommended.

The meeting ended at 20:55

Signed: Chairman _____