

PAPPLEWICK PARISH COUNCIL

Minutes of the Finance Committee meeting held on Wednesday 16th October 2024 at the Papplewick & Linby Village Hall, Main Street, Papplewick, commencing 7pm

Present Cllr's Carolyn Hesketh (Vice-Chair), Stephanie Roberts, Sylvia Bennett and L Gretton (Clerk)

124/24

Apologies

Cllr Rowan Smart

125/24

Declarations of Interest

Cllr Hesketh – Village Hall, Papplewick Village Fayre

Cllr Roberts - Papplewick & Linby Cricket Club

Cllr Bennett – Village Hall

126/24

Approval of the Finance Committee Minutes – October 2023

The minutes of the 2023 finance committee were accepted as a true record and signed by Cllr Roberts.

127/24

Consider the half year accounts

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

128/24

Review forecast spending levels against budgets

Donations are expected to be within budget.

Subscriptions are expected to be slightly overbudget due to an increase in the NALC subs.

Hedge cutting and verge strimming on Church Lane is expected to be overbudget due to increases in costs. The PC are awaiting an invoice.

Website Maintenance/Hosting is expected to be underbudget due to the Parish Council reducing their contract with Vitty to 6 months.

Hire of Village Hall is expected to be over budget due to hiring the room for the Finance Committee meeting and an increase in their hourly rate to £12.00 per hour.

Insurance is under budget by £221.00

Newsletter/Printing is expected to be slightly overbudget due to increases in cost.

Playing Field

- Maintenance & Annual Inspection is within budget
- Tree Maintenance budget is expected to be overbudget due to having a tree survey and subsequent works required
- Equipment Purchase is expected to be within budget
- Grass cutting on the Playing Field is expected to be within budget

The budget for Clerk's Salary is expected to be within budget.

The budget for Clerk's Salary Clerk's homeworking expenses is within budget.

Employers Pension Contribution is within budget.

The Pension Deficit has not been used. The Committee agreed to move the £500.00 into Ear Marked Reserves. It is payable from 1st April 2026.

The budget for Stationery is expected to be underbudget.

The budget for travel is not expected to be used. The Committee agreed to remove the budget for 2025/2026.

Miscellaneous items include the Coronation tree £104.95, work required for the Defibrillator £79.00, litter pick items £34.92 and bank charges (taken in error) £19.60.

Chairmans allowance, used to purchase the wreath, is within budget.

Audit fees are overbudget by £10.00 due to increase in costs.

ICO Registration (Data Protection certificate) is expected to be within budget.

Training & Publication is overbudget by £35.00 due to Councillor training.

Village Improvements:

- Tubs & Flowers: Overbudget by £78.00 due to cost of flowers
- Christmas: Expected to be within budget
- Other: Expected to be within budget

Papplewick Community & Environment Fund is expected to be within budget.

129/24

Prepare budgets for 2025/2026

All budget heads were reviewed. The draft budget for 2025/2026 was agreed for submission to full Council.

- The budget for Donations to reduce to £100.00; Papplewick Village Fayre Group £50.00 and £50.00 for other donations. It was agreed to consider increasing the donation to the Papplewick Village Fayre Group using profits from the Bonfire event, if it goes ahead and is successful
- The budget for Fireworks is £1,000.00 which is expected to be recuperated after the Bonfire event.
- Subscriptions budget to increase by £20.00 to cover the cost of any increases to the NALC subs
- The budget for Hedge Cutting and Verge Strimming on Church Lane to increase by £50.00 to cover the increase in costs
- The Website Maintenance & hosting budget to remain at £1,020.00.
- The Village Hall Hire budget to increase to £192.00 to cover the cost of 2 extra meetings and the increases to their hire charge

- The insurance budget to reduce to £2,150.00
- Playing Fields budget head:
 - o Maintenance / Annual inspection to remain at £700.00
 - o Tree Maintenance budget to increase to £400.00
 - o Equipment purchase to reduce to £1,747.00
 - o Grass Cutting to remain at £800.00
- Newsletter printing to increase to £276.00 which should cover the cost of 2 x colour prints
- Clerk's Salary budget to increase to £8,190.00. This is to accommodate any increases from NALC for 2024/25 and includes moving up one scale to SCP 19 from 1st April 2025.
- Clerk's Home Expenses budget to remain at £312.00
- Pensions Contribution budget to increase to £1,586.00 in line with increases to Clerk's pay
- Pension Deficit budget to remain at £500.00. The monies in this budget will be included in Ear Marked Reserve to build up a reserve. This is payable from 1st April 2026.
- Stationery and Admin Costs budget to remain at £50.00.
- Travel costs budget is reduced to zero.
- The budget for Section 137 to be reduced to £50.00
- The budget for Chairman's Allowance will remain at £25.00
- The budget for Audit Fees to increase by £10.00 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 bank charges is £120.00. This is due to Virgin Money charging a monthly fee and transaction charges from 1st January 2025.
- The budget for Training/Publications to remain at £100.00.
- A budget for a new dedicated laptop for the Clerk was created and £800.00 allocated.
- The Village Improvements Schemes budget to reduce to £ and consists of:
 - o Flowers & Tubs: to reduce to £300.00
 - o Christmas: to reduce to £300.00. This will cover some of the costs towards the Christmas tree, delivery and electricity. Additional monies to come from Bonfire profits or the Papplewick Environment & Community Fund
 - o Other: to be reduced to £50.00

- 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.

130/24 Precept Recommendation for 2025/2026

The Committee agreed to continue to include in the precept a top-up reserve to cover insufficient reserves; £2,300 was allocated.

The recommended precept for 2025/26 is £22,888.00; an increase of 2.7%

131/24 Review Ear Marked Reserves

Play Equipment replacement reserve reduced to £21,453.00.

- *£1,859.00 was added to the £24,594.00 reserve. However, as the PC doesn't have sufficient reserves, the Committee agreed to reduce the play equipment total by £5,000.00. This will be kept under review each year.*

The reserve for Emergency Tree Maintenance reduced to £500.00.

- *The Committee agreed to reduce this reserve by £500.00 as this is for emergency tree works only. There is a budget for £400.00 for tree maintenance within the 25/26 budget.*

The reserve for the Papplewick Environment & Community Fund is £17,646.00.

The reserve required for removing unauthorised occupants from PC land is £1,000.00.

The reserve for Elections Costs of £1,000.00 was removed.

- *The Committee agreed this reserve was unlikely to be needed and was released into general reserves.*

The reserve for Skatepark Replacement to be renamed Play Equipment Renewal and will remain at £12,706.00.

- *The Committee agreed to allocate this reserve towards a road & traffic playground surface*

A reserve for Pension Deficit was created and £1,000.000 allocated.

- *The Committee agreed to set up this reserve and allocate £500.00 from the unused budget in 2024/25 and £500.00 from the 25/26 budget. The Deficit is payable from 1st April 2026*

The Ear Marked Reserves total stands at £54,305.00

132/24 Review of Banking Arrangements

It was resolved that Virgin Money continue to provide the Council's banking services. The Clerk had circulated to the PC communication from the bank advising that as of 1st January 2025, a fixed monthly fee of £6.50 and daily transactional charges will be applied to the account.

133/24 Appoint Internal Auditor

Sue Stack to continue to provide the PC with an internal audit

- 134/24** **Review of Insurance Cover**
The Clerk advised the PC are in a long term agreement to May 2026
- 135/24** **VAT Claim**
The Clerk advised £99.78 is due to be claimed
- 136/24** **Review Financial Risk Management Policy**
The Financial Risk Management Policy was reviewed by the Committee. No changes required at this time.
- It was noted within the Financial Risk Management Policy that Church Lane should be inspected twice annually. The Committee to bring this to the attention of the Parish Council at the November meeting.
- 137/24** **Review Financial Regulations Policy**
The Financial Regulations Policy was updated and adopted in July 2024. No further changes required.
- 138/24** **Review Financial Reserves Policy**
The Financial Reserves Policy was reviewed, and no changes recommended.

The meeting ended at 21:00

Signed: _____

Name: _____