



# Stoke by Clare

## Parish Council

### MINUTES OF THE FINANCE SUB-COMMITTEE MEETING HELD ON 22nd November 2018

**Present:** Cllr Welcomme  
Cllr Goodman  
  
Parish Clerk/RFO- C Turner

**Apologies:** None

Meeting held at the home of Cllr Goodman at 2.30pm.

The meeting was held to discuss: a) Risk Assessment 2018/19. b) Budget 2018/19, c) Budget 2019/20 including precept setting, d) Capital Expenditure, e) AGAR 2017/18 and 2018/19.

**a) Risk Assessment:**

This item had been amended substantially in October 2017. However, it was reviewed, and a few additions are suggested that we feel should be added. These are, a risk of flooding to the ditch and pond, and fly tipping at the old railway cutting that occurred a few years ago. It was felt they should be put under "legal liability" medium risk.

**b) Budget 2018/19**

The clerk/RFO had prepared a list showing the expected income and outgoings against the actual to date figures. With regard to income this is below expectations due to a reduction mainly in fees from the cemetery. To date we are £300 less than expected. Also, a small difference in Allotment fees received, difference less than £50. Outgoings are more than budget due to, additional cost of tree management (over annual budget, of £410 already, and further costs expected), and playing fields cost of rent and lease costs, £190 extra. Most of the other costs are mainly in line with budget. We have spent extra however on various unbudgeted items. The cost of the Speed Indicator device was £1000 above grants received, we had additional expenses of solicitor's fees for the 25 year lease of the playing fields £1293, costs for Data Protection advice, £75, for a no dumping sign £160, asbestos removal from allotments, £400, and a payroll fee of £69. The bus shelter was bought but this was covered by a gift. We are therefore eating into our reserves but remain in credit with expected balance at year end of £27000 less funds committed of £7000 (Hall cttee, Play area and balance of bus shelter gift), net £20000.

**c) Budget 2019/20 incl Precept setting**

Looking at the budget for 2019/20 we are not anticipating any large additional costs but need to balance as our reserves may be needed for the village hall etc. Estimated income from the cemetery, allotments, and wayleaves is £820. A suggestion was made to increase the allotment rent by £5 pa per plot, an extra £100 pa could be obtained. We could also increase the cemetery fees as they have not been increased for some years and our fees are relatively cheap compared to others. Our costs have been estimated at: Clerks salary, expenses, PAYE £4320, Street Cleaner salary and PAYE £1580, Grass Cutting £3000, trees £750, playing field rent and deferred costs £1100, Church £1500, Hall £1000, Parish Insurance £1200, SALC fees incl audit ££770, other, website, cemetery, waste and misc items are in total estimated at £600. Total of above £15820.

An election is due in May and if contested the cost will be approx £500, making total costs £16320. After deducting the income expected we need to raise £15500. This leaves little room for any unexpected costs and is the minimum we can budget for. It will mean a rise of £6.11 per annum for a Band D Council Tax payer, by direct debit, 61p per month over the 10 months of payment. This is an increase of 9.87%. This is the sum recommended by the Finance sub-committee for the precept 2019/20.

Future income streams and costs were discussed in addition to raising the allotment and cemetery fees. It was felt that the Barn should be self-funding except for exterior costs which the council need to be aware of. Currently an annual sum of £1000 is earmarked for the hall Committee, the finance committee however feel we should reduce this contribution by £250 pa so over 4 years it is reduced to nil.

d) Capital Expenditure- No budget has been made for any additional capital costs as we do have a reserve, but care needs to be taken with any unbudgeted expenditure.

e) Annual Return- Although our internal auditor(SALC), pointed out a number of improvements we could make to our account management, the external auditors only comment was that we failed to make proper provision for the exercise of public rights it should be 30 working days which includes the 10 first working days in July. We gave the public the right for the period 1<sup>st</sup> June 2018 to 11<sup>th</sup> July. This was for 30 working days but only 8 working days in July. The date should have been to the 13<sup>th</sup> July. Therefore, when completing the Annual Governance Return next year we are obliged to answer "NO" to Assertion 4 of the return. Additionally, the version on the website was not the amended version of the AGAR.

Signed C R Turner