



# Stoke by Clare

## Parish Council

### MINUTES OF THE FINANCE SUB-COMMITTEE MEETING HELD ON 31<sup>st</sup> October 2017

**Present:** Cllr Goodman, Giles Dadd

Parish Clerk- C Turner

**Apologies:** None.

The meeting was called to discuss the budget for the current year, the precept for 2018/19, and in addition, the "Risk Assessment" for 2017/18.

Some cheques were due urgently which will need to be authorised retrospectively. These were signed by Don Goodman and Edwin Smith (not present at the meeting).

There were a few matters outside our brief that needed to be clarified, a wreath will be provided on Sunday to Roger McKenny for Remembrance Sunday 12<sup>th</sup> Oct. Kate Dadd will provide wreath and send a bill to the PC. Clerk to e mail Cllr Mckenny to confirm. Cllr Dadd wanted to know when the hedges were to be cut, clerk to contact St. Eds BC. Further signature required for playing field lease, signed by clerk witnessed by Cllr Dadd.

Clerk showed the latest Bank Statement showing a closing balance of £35769.07 in accordance with our accounts. Because payments and receipts are on an "as and when" basis it is difficult to see quickly how our budget is progressing. However, from an income point of view everything is in order whilst for payments, we are above budget as a large VAT bill that was paid, needs to be re-claimed. Clerk to arrange. No payment yet made for grass cutting but expected shortly and should be within budget.

The risk assessment was reviewed in line with standing orders. A number of suggestions were made, to put before the full Council, as follows:

1. Assets-Protection: Add laptop- Insured by clerk, kept at his home, in office. Dog bins, add "insured".
2. Assets-Security of building- To e mail Scilla (Hall Cttee) and arrange for a key register of holders of keys to the Barn to be kept.
3. Finance- VAT to be reclaimed to 31<sup>st</sup> Dec each year.
4. Finance-Budgeting- To be done in a different way than in the past to make it easier to see whether we are on budget etc. Agreed to split expected income and outgoings on a 1/4ly basis.
5. Liability-Risk- To include Annual walk by Councillors around the village.
6. Employer Liability- To ensure our street cleaner is adequately insured as he works by the road side and therefore more prone to accidents.
- 7 Legal Liability-Document Control. To include Data Protection. Computer back up should be retained away from the clerk's office in case of fire. We need to join ICO and in light of forthcoming legislation to review records and control of data, and perhaps arrange to

change working method by using a "dropbox" instead of e mails and encryption of laptops. Most documents on laptop are password protected. Awaiting more info from SALC.

We then looked at Precept setting for 2018/19 as this has to be finalised by the end of January.

Income will remain pretty static. We feel however we could increase the allotment rent to £30 per plot instead of £25. Income will increase to approx. £500pa, Cemetery income will be estimated at £600 pa and wayleaves at £50, income £1150 in total to be added to precept.

Outgoings are estimated, clerk £3450. Street Cleaner £1200, PAYE £950, SALC fee £250, website £50, grass £3000, trees, £500, Cemetery £100, Audit £450, Playing fields (include £1000 a year extra) £1250, Allot £10, S137 £1500, village hall £1000, Insurance £1150, Misc £150 and Waste £200, a total of £15210.

After deducting income of £1150, this will mean we will need to raise £14060 from our precept, a figure of £61.88 per D rated property, an increase of £6.85pa or 12.45%.

We discussed ways of reducing the increase, it was decided that we cant continue to use capital as this may be required. The only two things that could be cut or reduced is the S137 payment or payment to hall committee, the latter have recently spent a considerable sum on the interior and may hopefully not need funds in the foreseeable future. Any reduction will of course mean a reduction in the increase. ( Every £100 reduces the increase by 44pence per household, 0.8% pa per annum).

C R Turner-Clerk