

SHEPHERDSWELL WITH COLDRED PARISH COUNCIL

Minutes of a Parish Council Finance Committee meeting held in Shepherdswell Village Hall on Wednesday 4 November 2015 at 7:30pm

PRESENT: Councillors K Regan (Chairman), B Crush, G Peagram, C Pickaver

IN ATTENDANCE: S Durbidge (Clerk to the Council)

F08/2015 Election of Finance Committee Officers

- a) Chairman for Municipal Year – Councillor K Regan
- b) Vice-Chairman for Municipal Year – Councillor G Peagram

F09/2015 Apologies: Councillors M Elgar and C White

Declaration of other significant interests:

Cllr B Crush- village hall, Cllr C Pickaver – Coldred Forum and training matters

F10/2015 Minutes of last Finance Committee Meeting

Minutes of 6 May 2015 were proposed, seconded and approved as a true record.

F11/2015 Finance

- a) Pensions Act 2008: Under the Act the Council must automatically enrol staff who meet certain criteria into a workplace pension scheme and contribute towards it. The staging date set for the Council is 01/07/16. **It was resolved that** the Council be recommended to set up a pension scheme using the National Employment Savings Trust (NEST). Although the present Clerk will not opt-in to a pension scheme, by joining NEST (at no cost) the Council will provide for his successor.
- b) Earmarked reserves for 2016/17 were considered. **It was resolved that** the Council be recommended that a total of £22,000.00 be earmarked for a changing room extension grant, Reed Meadow improvements, traffic management measures, play area replacement fencing and benches,
- c) The Asset Register and insurance were reviewed. **It was resolved that** the Council be recommended that recently purchased items (litter bins, kissing gates and telephone kiosk) are not valued individually for insurance purposes.
- d) With reference to the recommendation shown in the play area working party meeting minutes dated 03/11/15 showing proposed expenditure of £28,000.00 on new play equipment within the current financial year, a draft budget was produced (see appendix 2). **It was resolved that** the Council be recommended to set the precept demand for year 2016/17 at £37,992.00 (see appendix 3). It was suggested that the precept should not be resolved by the Council until compensating grant figures be confirmed by DDC.

F12/2015 Date of next Finance Committee meeting:

Wednesday 4 May 2016. Public and press are cordially invited. An agenda will be displayed three clear days before the meeting.

F13/2015 Closure of meeting: The meeting closed at 9:00pm

Note: Minutes subject to approval at the next meeting

Appendix 1**SUMMARY of INSURANCE COVER:**

Hiscox Policy Number 1891376

		£	
<u>Asset Protection</u>	Property Damage - All Risks	121,783	Excess: £250
	Money & Assault	1,000	
	Employee Dishonesty	150k	
<u>Revenue Protection</u>	Business Interruption	20k	
	On Gross Revenue	10k	
	Increased Cost of Working	10k	
<u>Legal Liabilities</u>	Employers Liability	10m	Population not to exceed 5,000
	Public & Products Liability	10m	Population not to exceed 5,000
	Hirer's Indemnity	5m	Public liability for non-profit organisations who hire our premises
	Commercial Legal Protection	100k	Population not to exceed 5,000
	Officials Indemnity	500k	Population not to exceed 5,000
	Libel and Slander	500k	Population not to exceed 5,000
<u>Employee Benefits</u>	Personal Accident	100k	Age limits 16 and 85

Appendix 2**DRAFT EXPENDITURE 2016/2017:** to be considered (VAT excluded)

1) <u>Administration</u>	Item	Budget £	Detail
	Clerk's Salary (SCP19)	7,564	16.5 hours/week 48 weeks/year
	Clerk's Expenses	600	
	Insurance	770	3-year agreement expires 31 May 2018
	Training	500	
	Subscriptions	800	KALC, ACRK, SLCC & Kent Playing Fields
	Audit	360	
	Contested election expenses	0	Next scheduled election May 2019
	Parish & Chairman's Allowance	0	No allowances claimed
	Other (legal fees/office equip)	1,500	
	Total	12,094	
2) <u>Grants</u>	Item	Budget £	Detail
	Coldred Forum	500	
	Shepherdswell 'Forum'	500	
	Shepherdswell Village Hall	300	To NS&I account (hire of hall)
	Community Land Trust	500	
	S137 expenditure	100	General Power of Competence
	Approach Road Residents Assoc	100	
		Total	2,000
3) <u>Health and Safety</u>	Item	Budget £	Detail

	Play equipment	600	
	Trees	2,000	Tree inspection due 2016
	Cemetery memorials	0	
	Building, access roads and steps	2,000	Village hall steps?
	Total	4,600	

4) <u>Maintenance</u>	Item	Budget t £	Detail
	Mowing strimming etc	5,000	Last tender 2015
	Hedge cutting	800	(Meadow View, Cemetery, Reed Meadow)
	Village greens and pond	1,000	
	Play equipment and fencing	1,500	
	Cemetery	400	
	Shelters (3)	900	
	Other (Mode, Car parks, War M.)	2,500	
	Total	12,100	

	Budget t £
TOTAL ITEMS 1 to 4	30,794

5) <u>Capital Expenditure</u>	Item	Budget t £	Detail
	Allotment fencing & water supply	3,000	
	New Play Equipment	0	See earmarked reserve in draft precept
	Litter/grit bins	500	
	Landscaping	2,000	
	Total	5,500	
TOTAL DRAFT EXPENDITURE		36,294	Assuming no grants received

DRAFT INCOME 2016/2017: to be considered (VAT refund excluded)

	Item	Budget t £	Detail
	Property (Mode)	2,760	Fresh 5 year lease from 01/01/2014
	Cemetery	800	
	Shepherdswell Preschool	360	Figure to be agreed by Preschool
	Interest	50	Nat West interest rate 0.05% NS&I interest rate 0.75%
	TOTAL DRAFT INCOME	3,970	

	Budget t £
ESTIMATED TOTAL NET EXPENDITURE 2016/2017	32,324

Appendix
3

DRAFT PRECEPT FOR YEAR 2016/17:

			£
Estimated total net expenditure 2016/17			32,324
ADD FOR:	(a) contingencies (25% of net expenditure)		8,081
	(b) working balance		1,000
			<hr/> 41,405
LESS:	Expected balances in hand as at 31 March 2016	24,813	
	LESS: Earmarked reserve for:		
	Changing Room extension grant		
	Play area fencing and benches		
	Reed Meadow improvements		
	Traffic management measures		
	Total earmarked reserves	22,000	
			<hr/> 2,813
	Precept:		<hr/> 38,592 <hr/>
	Less: Assumed compensating grant received		600
	Precept Demand:		<hr/> 37,992 <hr/>
Annual D Band Parish Council Tax 2016/17 =	£51.85	assuming D band base rate of 732.71 =	£1.00 per week
Annual D Band Parish Council Tax 2015/16 =	£49.04	with D band base rate of 732.71 =	£0.94 per week