

# PAPPLEWICK PARISH COUNCIL

Minutes of the Finance Committee meeting held remotely via Zoom on  
Wednesday 14<sup>th</sup> October 2020 at 7.00pm

## Present

Cllr Stephanie Roberts (Chairman), Cllr Carolyn Hesketh (Vice-Chairman), Cllr Helen Guyler, Liz Gretton (Clerk)

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**118/20**      **Apologies**

None

**119/20**      **Absent**

Cllr J Salmons

**120/20**      **Declarations of Interest**

Cllr Roberts - Papplewick & Linby Cricket Club

Cllr Guyler - Papplewick & Linby Village Hall

**121/20**      **Approval of the Finance Committee Minutes – October 2010**

The minutes of the 2019 finance committee meeting were accepted as a true record, proposed by Cllr Roberts and seconded by Cllr Hesketh.

**122/20**      **Consider the half year accounts up to 1<sup>st</sup> October 2020**

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

**123/20**      **Review spending levels against Budgets**

It was noted that the Donations budget hasn't been used as the Papplewick Village Fayre was cancelled due to Covid-19 restrictions.

It is expected that Subscriptions will be under budget due to receiving a free subscription to Parish Online (for taking out a long term agreement with BHIB Insurance).

It was noted that the Website Project budget will be overbudget by £3,000.00. This is due to not having the actual costings when a budget was agreed last year. It was noted that £200.00 was precepted for the project in 2020/2021.

Hire of Village Hall budget hasn't been used due to the hall being closed due to Covid-19 and more recently NALC's recommendation that Parish Council meetings should be held remotely until further notice.

It was noted that the budget for Stationery and Admin costs was slightly over budget due to the unexpected cost of the Zoom subscription and a Microsoft Upgrade (cost shared with Linby Parish Council).

The budget for Equipment Replacement & Maintenance (including Petrol for Strimmer) has not been used.

Best Kept Village Competition budget has not been used due to the competition being cancelled because of the Covid-19 restrictions.

Audit Fees expenditure is under budget due to the Parish Council not requiring a Limited Assurance Review since income/expenditure did not exceed £25k.

The Elections Cost budget of £250.00 had not been used due to no elections taking place in 2020.

To date, it has not been necessary to use the Lengthsman budget.

The Village Improvement Scheme Budget is underbudget to date however further purchases this year will include the Christmas tree, additional tree lights and conifers for the lamp post baskets.

All other items are within budget.

**124/20**

**Prepare budgets for 2021/22**

All budget heads were reviewed. The draft budget for 2021/22 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 for other donations. It was agreed that should the £100.00 not be used before March 2022, then it will be donated to the Papplewick Village Fayre Group. It was agreed that the Bonfire Donation will remain unbudgeted.
- To decrease the Subscriptions budget due to no charge for Parish Online. The budget will be set at £140.00 to cover the NALC subscription.
- The budget for Hedge cutting on Church Lane to be reduced to £155.00 as this should be sufficient.
- The Website Support budget to be increased from £260.00 to £600.00 as this is the cost for the annual website support provided by Vitty

- The Website Project Budget - £500.00 will be added to the precepted amount to account for the website which will be paid for in 2020/2021. It was noted that £200.00 was precepted in 2020/2021, however, since the cost of the website is higher than budgeted for last year, the amount to be precepted each year, up to 2029/2030 will be £500.00.
- The Village Hall Hire budget to be decreased to £96.00. This amount is sufficient for 6 meetings per annum.
- The insurance budget to be increased from £1,820.00 to £2,000.00 to accommodate any increases.
- Playing Fields budget head:
  - o Maintenance / Annual inspection to decrease to £1,600.00 (to include works to trees and works to reduce noise at the Skate Park)
  - o Equipment purchase to remain at £1,458.00
  - o Grass Cutting to remain at £600.00
- Woodland Play Area - The Finance Committee agreed not to budget for this project and to present it to the Papplewick Environment & Community Fund for consideration.
- It was agreed to include a budget item for CCTV and allocate £2,500.00 to the project.
- Newsletter printing to remain at £190.00
- Equipment Replacement / Maintenance (including petrol for the strimmer) to remain at £25.00
- Clerk's Salary budget to increase to £4,900.00 to accommodate the recent pay increase as per NALC 's recommendation.
- Clerk's Home Expenses to remain at £228.00.
- 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 remain at £5.00.
- 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 reduce to £120.00 to cover the cost of the internal audit only as it is thought the Parish Council will not require a limited assurance review at the 2021/2022 year end.

- The budget for the ICO Registration to remain at £35.00.
- The budget for Training/Publications to remain at £50.00.
- It was agreed at the 2018 Finance Committee Meeting that £1,000.00 be allocated towards the Elections budget. It was agreed at the January 2019 meeting that this figure will be spread over 4 years and each year £250.00 will be precepted. This will cover the cost of future elections.
- It was agreed the Lengthsman Scheme will remain at £200.00, since it is uncertain whether the scheme will continue in 2021/2022.
- The Village Improvements Schemes budget to decrease from £1,500.00 to £1,300.00 and consists of:
  - o Flowers & Tubs: £700.00 to cover the cost of flowers and purchasing one new barrel (The Finance Committee agreed to approach the Papplewick Environment & Community Fund for funding towards a second barrel)
  - o Christmas: £500.00
  - o Other: £100.00
- Wildflower Verges - The Finance Committee agreed not to budget for this and to present this project to the Papplewick Environment & Community Fund for consideration.
- 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 £2,000.00 and is not included in the precept.

**125/20**

**Precept Recommendation for 2021/22**

The recommended precept for 2021/2022 is £15,029.00 This is an increase of 20.48% on last year's precept. It was noted that the main reason for the increase is due to the CCTV project for the playing field. The Finance Committee advised this project is important to ensure the safety of local residents and park users

**126/20**

**Review Ear Marked Reserves**

It was agreed to increase the Play Equipment replacement reserve by £1,458.00 . This takes the reserve to £18,855.00.

It was agreed the reserve for Tree Maintenance will decrease to £5,000.00.

The Cycle Path reserve to remain at £10,000.00.

The reserve for the Papplewick Environment & Community Fund to remain at £8,151.25 as payment hasn't yet been received for 2020/2021.

The reserve required for removing unauthorised occupants from PC land to decrease from £3,000.00 to £1,000.00 as this amount should be sufficient.

It was agreed to have a reserve for the Elections and allocate £750.00 to this.

The Ear Marked Reserves total stands at £43,756.25

**127/20 Review of Banking Arrangements**

It was resolved that Yorkshire Bank continue to provide the Council's banking services.

**128/20 Appoint Internal Auditor**

It was resolved to appoint Mr Barrie Woodcock for a further term of one year.

**129/20 Review of Insurance Cover**

The Parish Council have taken out a long-term agreement with BHIB. This expires in 2023.

**130/20 VAT Claim**

It was advised that £215.59 is due to be claimed.

**131/20 Review Financial Risk Management Policy**

The Financial Risk Management Policy was reviewed, and no changes recommended.

**132/20 Review Financial Regulations Policy**

The Financial Regulations Policy was reviewed and no changes recommended.

**133/20 Review Financial Reserves Policy**

The Financial Reserves Policy was reviewed, and no changes recommended.

**The meeting ended at 21:00**

**Signed: Chairman** \_\_\_\_\_