

PAPPLEWICK PARISH COUNCIL

Minutes of the Finance Committee meeting held at Brooke Farm, Linby on Wednesday 25th October 2018 at 7.30 pm

Present

Cllr Stephanie Roberts (Chairman)
Cllr Carolyn Hesketh (Vice-Chairman)
Cllr Nigel Penlington
Liz Gretton (Clerk)

The meeting commenced at 7.30 pm

176/18 **Apologies**
None

177/18 **Declarations of Interest**
Cllr Roberts - Papplewick & Linby Cricket Club
Cllr Penlington - Papplewick & Linby Village Hall

178/18 **Approval of the Finance Committee Minutes – October 2017**
The minutes of the 2017 finance committee meeting were accepted as a true record and signed by Cllr Roberts.

179/18 **Consider the half year accounts up to 30th September 2018**
The half year accounts were considered by the committee. Both precept and revenue grant had been received in full.

180/18 **Review spending levels against Budgets**
It was noted that the Committee had not budgeted for Donations expenditure. Donations made to The Royal British Legion for Poppies and the Silent Soldier Silhouettes and to the Papplewick Village Fayre (PappFest). The Parish Council have also donated towards the fireworks for the Papplewick & Linby Bonfire & Fireworks Event, however this amount is expected to be reimbursed after the Fireworks event.

It was noted that playing fields maintenance/annual inspection expenditure will be over budget by the end of the financial year due to essential works to resurface the playground matting.

It is expected that the War Memorial Project expenditure will be under budget.

It was noted that Church Lane hedge cutting was over budget due to an increase in cost.

Website maintenance was over budget due to an increase in cost.

Insurance was under budget due to change of supplier and a decrease in cost.

Audit Fees expenditure is over budget due to the Parish Council requiring a Limited Assurance Review due to income in 2017/18 exceeding £25k.

The Parish Council had not budgeted for the ICO Registration as they were not aware of it.

It was noted that Village Improvement Schemes is overbudget as this item included the Dropped Kerb on Moor Road.

A budget head for the Papplewick Environment and Community Fund was created as it is expected that the PPC will receive £8,305.03 by the end of the current financial year. It is expected that £1,000 from this fund will be used.

181/18

Prepare budgets for 2018/19

All budget heads were reviewed. The attached draft budget for 2019/20 was agreed for submission to the full Council.

- To include a budget for Donations of £350.00; £100.00 for The Royal British Legion and £250.00 for The Papplewick Village Fayre (PappFest)
- To increase the NALC subscription budget to £135.00 to cover any increases. Get Mapping to be reduced to £20.00 due to a decrease in cost.
- To increase the grass cutting budget on Church Lane from £130.00 to £175.00 to accommodate any increase in cost.
- To increase the Website budget from £205.00 to £260.00 due to an increase in cost.
- The Village Hall Hire budget to remain at £112.00 as there are no anticipated increases in 2019.
- The insurance budget to be reduced to £1,775.58, as there are no expected increases.
- Playing Fields budget head:
 - o Maintenance / Annual inspection to be increased from £1,000 to £2,100.00 to cover the cost of any further crucial tree works required on the playing field, and essential works required to the surface on the playground
 - o Equipment purchase to increase from £1,428.00 to £1,458.00

- Grass Cutting to remain at £570.00 as no increases are expected
 - The budget for War Memorial Project is no longer required
- Newsletter printing will remain at £183.00 which is adequate for 3 newsletters per year.
- Clerk's Salary budget to remain at £4,700.00.
- Clerk's Home Expenses to remain at £228.00.
- Stationery and Admin Costs budget to increase from £30.00 to £50.00 to cover any unexpected software/packages required for the online VAT requirements next year
- Travel costs budget to remain at £20.00
- The Best Kept Village Competition budget to reduce to £5.00 as no increases were expected.
- 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 increase to £300.00 due to the possibility of the Parish Council requiring a limited assurance review at year end.
- It was agreed to budget £35.00 for the ICO Registration which is a legal requirement.
- It was agreed to reduce the Training/Publications from £140.00 to £100.00. This should be adequate for any training for the Clerk/Councillors.
- Due to Elections in May 2019, it was agreed that a budget will be required and £1,000 allocated, as recommended by Gedling Borough Council.
- The budget for Local Plan is not required.
- The budget for Neighbourhood Plan is no longer required.
- It was agreed the Lengthsman Scheme will remain at £200.00, since it is uncertain whether the scheme will continue in 2019/20.
- The Village Improvements Schemes budget to be reduced from £1,650.00 to £1,400.00.

- The budget for Accommodation will remain at £2,000.00 and is not included in the precept.
- To include a budget head for The Papplewick Environment Community Fund and allocate £2,000.00. A budget head for this has also been included within the income section of the budget as it is expected that the Parish Council will receive a donation of around £2,000.00 in 2019/20.

182/18 Precept Recommendation for 2019/20

The recommended precept for 2019/20 is £12,842.00. This is an increase of 8.10% on last year's precept, and is due to the expected cost of the Elections in May 2019.

183/18 Review Ear Marked Reserves

It was agreed to increase the Play Equipment replacement reserve to £15,939.00.

The reserve for Tree Maintenance was increased from £2,000.00 to £6,000.00 to cover any urgent works to trees.

The reserves for War Memorial, Dropped Kerb and Neighbourhood Plan were no longer required and removed from Ear Marked Reserves.

A reserve for the Papplewick Environment & Community Fund was included and allocated £8305.00.

The Ear Marked Reserves total stands at £40,244.00 and will be reviewed again in March 2019.

184/18 Review of Banking Arrangements

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

185/18 Appoint Internal Auditor

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

186/18 Review of Insurance Cover

It was resolved that BHIB will continue to provide the Parish Council's insurance.

187/18 VAT Claim

It was advised that £103.00 is due to be claimed.

188/18

Review Financial Risk Management Policy

The Financial Risk Management Policy was reviewed and it was agreed to make the following changes:

- Section 2, 2A, aii – *‘Church Lane is inspected as part of Nottinghamshire County Council’s Parish Paths Partnership Scheme twice annually....’* Change to *‘ The Parish Council will arrange for inspection of Church Lane twice annually’*.
- Section 1, B, b – *‘The Clerk and Councillors undertake regular inspections of the Playing Field and its equipment and Church Lane...’* Change to *‘The Clerk and/or Councillors undertake regular inspections of the Playing Field and its equipment and Church Lane’*.

189/18

Review Financial Regulations Policy

The Financial Regulations Policy was reviewed and no changes recommended.

190/18

Review Financial Reserves Policy

The Financial Reserves Policy was reviewed and no changes recommended.

The meeting ended at 9.30 pm

Signed: Chairman _____