

PAPPLEWICK PARISH COUNCIL

Minutes of the Finance Committee meeting held at
3 Stanker Hill Cottages, Forest Lane on Friday 14th October 2011 at 7.00pm

Present:

Cllr D McCracken (Chairman)
Cllr Mr C Womble
Cllr Mrs S Roberts (vice chairman)
Mrs L Poole (Clerk)

Absent: Nil

Parishioners: Nil

The meeting commenced at 7.06pm

Minute
No.

93/10 1. APOLOGIES

None

94/10 2. DECLARATIONS OF INTEREST

Cllr Roberts declared an interest as a committee member of Papplewick Cricket Club.
Cllr Womble declared an interest in NCC matters.

95/10 3. HALF YEAR ACCOUNTS TO 30.9.2011

The half year accounts were produced by the Clerk and considered.
Both Precept and Revenue Aid had been received in full. The current account stands at £15,344.42 as at 28th September 2011.

96/10 4. REVIEW SPENDING LEVELS AGAINST BUDGETS

Spending levels were found to be broadly in line with budgets. The £2000 accommodation budget remained as 'brought forward'. After discussion it was decided that the cumulative funds for bulb planting and election costs were no longer necessary bearing in mind the reduced funding that PPC will receive for 2012/13. It is not anticipated that there will be an election during 2012/13 hence no costs should be incurred for elections.

It was agreed that we would not add to the existing £3885.91 cumulative budget for playing field equipment purchase in the next financial year due to the reduced funding levels.

Initials Chairman.....

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Expenditure for playing field equipment maintenance was significantly lower than budget (£99 spent, £600 budgeted) this was thought to be due to the installation of new equipment and the removal of old equipment. There had been less spent on the clerk's salary than anticipated due to a clerk not being in post for several months. The audit fees were also lower than budgeted due to no issues being raised by the auditors.

97/10 5. PREPARE BUDGETS FOR 2011/12

All budget heads were reviewed. The attached draft budget for 2011-2012 was agreed for submission to the full Council.

Due to funding being reduced in the region of £4000 for the next financial year the finance committee had to make significant cuts in expenditure for 2012/13.

It was agreed to reduce the budget for the PPC newsletter printing from £300 to £220 in anticipation of 3 issues being required instead of 4.

It was decided that the Ordnance survey license should not be re-newed saving £54.75 per year.

Subscriptions to organisations (NALC / SLCC) to be reduced from £225 to £150.

Playing field equipment maintenance budget reduced from £600 to £400 due to most equipment being new and not requiring much maintenance.

Equipment replacement / maintenance (ie laptop, printer etc) reduced from £300 to £150.

Audit fee budget reduced from £500 to £300 in line with previous audit costs.

Election cost budget of £200 removed as no election anticipated in next financial year.

Clerk will look into the possibility of cheaper website hosting, currently £135 pa.

After lengthy discussion it was decided that PPC would unfortunately have to reduce our donation budget to £0 in order to meet the savings required. (Previously budgeted at £250).

The Budget for 2012/13 is £10580,

98/10 6. PRECEPT RECOMMENDATIONS FOR 2011 - 2012

It was agreed that the precept level would need to be increased by 27% to reach the forecast budget of £8580 (the remaining budgeted £2000 will be taken from PPC reserves)

99/10 7. REVIEW OF BANKING ARRANGEMENTS

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

100/10 8. APPOINTMENT OF INTERNAL AUDITOR

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

101/10 9. CAPITAL GRANT

This grant is no longer issued.

102/10 10. REVIEW OF INSURANCE ARRANGEMENTS

Clerk is to look at removing furniture (ie benches) from the policy to reduce the premium. The clerk will also add the new swings and signs to the policy, a replacement value needs to be established for new items - clerk to find out this information.

It was agreed to continue arranging insurances with Aon. The clerk has already added the latest piece of outdoor gym equipment to the policy and removed old / indestructible items in order to reduce the premium. The premium has increased slightly as a result of this, however it is currently still under budget. This will of course increase when the latest new equipment is added to the policy. The budget for 2012/13 has been increased to £2200 to allow for additions and inflation.

103/10 11. VAT CLAIM

Clerk will investigate when the last claim was made, and look into making a claim for any outstanding amount owing.

104/10 12. AOB

The Financial Risk Assessment Policy was reviewed and re-adopted with no amendments.

The minutes of the 2010 meeting were accepted as a true record. Proposed by Cllr Womble seconded by Cllr Roberts and signed by the Chairman.

The meeting ended at 22.13pm

Signed Chairman