

FINANCE COMMITTEE REPORT

Meeting - 18th November 2019

1. FINANCIAL REGULATIONS

The Finance Committee reviewed the minor changes made to the Financial Regulations 2019 and recommend that the Parish Council adopt the amended regulations.

Amendments were made to 11.1 a.ii and footnote to 11.1.b. Slight change to heading 12.

2. PROJECT PROPOSAL FORM

The Finance Committee reviewed and approved the form for submission to the Parish Council for approval. The Finance Committee noted that this form will allow Councillors to submit proposals to the Parish Council for review at an early stage. The form is designed in such a way to give a “one page” view of any proposed project and its objectives to allow Councillors to reach an informed decision when considering new projects.

3. BUDGET 2020/21

The Finance Committee reviewed the draft budget prepared by the Clerk/RFO and the additional projects proposed by Councillors.

Councillors noted that the budget for Stradbroke Parish Council is prepared on an incremental basis and reviewed the draft budget prepared by the Clerk/RFO.

The draft budget proposed by the Finance Committee and forecast figures for the 2 years 2021/22 and 2022/23 are attached.

Notes from the Meeting:

- a) A question was raised in the public forum concerning the Parish Plan – there was not have enough information available for the Chair to speak on the matter. The Parish Plan Working Party will be asked to submit a proposal to the December meeting stating exactly what the expected outcome of the project is.
- b) The Finance Committee was unable to finalise a draft budget due to proposed projects which may incur expenditure but have not yet been approved by the Parish Council.
- c) The Finance Committee recommend that the Parish Council review these projects ahead of reviewing and finalising the budget for 2020/21.

The Projects are:

- Floral Displays
- Refurb/Maintenance Permissive Path – figure of £250 to be reserved annually
- Refurb/Maintenance Fitness Track – figure of £500 to be reserved annually
- Clock Winding will also need to be added, as electric winder not installed.

Draft Budget assumptions

Expenditure

- i. Staff Wages & Salaries: The benchmarking recommendations from the Personnel Committee have been included in the administration section. (see Motion 1 below)
A proposed increase to the minimum wage has also been included.
- ii. Mobile phone: contract negotiated during 2019 valid to mid-2021.
- iii. Insurance: 3 year long term deal was agreed in October 2019 – this will be extended in April 2020 to cover the health centre, assumed increase in fee will be £400 (an additional sum is budgeted in 2020/21 to cover Apr-Sept – Parish Council policy is renewed annually in October).
- iv. Subscriptions: it is assumed membership of SALC and SLCC will continue.
- v. Audit fee: fee is based on income and may increase due to CIL income.
- vi. Cost of meetings: £150pa for Court House plus £50 for Annual Parish Meeting.
- vii. Election Costs: £250 to be reserved to cover costs of contested elections.
- viii. Training: £300 for training in the event of legislative changes following Brexit.
- ix. General expenditure other: includes a figure of £3,000 to undertake first registration of Parish Council land – assumed that this does not happen during current year.
- x. Grass and Hedge Cutting: see motions 2 & 3 below.
- xi. Street Cleaning: includes consumables such as bin bags and brooms, as well as litter & dog bin emptying charge from MSDC.
- xii. Debris Clearance: Increase in living wage is included equates to 1 hr per week.
- xiii. Public Lighting: £75 paid for lighting path at Woodfields remains the same.
- xiv. Cemetery / Churchyard: A figure of £4,000 has been included for repairs to the Chapel at the cemetery as it appears unlikely this will be completed this year.
- xv. Property other: includes tree works required at Church, Health Centre and possibly tennis courts.
- xvi. Community Shed: Expenditure is included (electricity). No income is included, as no agreement has yet been reached with the users.
- xvii. Health Centre: An amount from the income is used to cover the 10% previously offset against the precept, insurance and staff costs incurred in management of health centre.
- xviii. Footpath maintenance: includes cost of 4 x cuts
- xix. Defibrillator: A figure of £50 is included annually to build up a reserved fund to replace the pads and battery when needed.

Income

- i. SCC/MSDC Grants: It is assumed the following will continue - street cleansing grant and footpath cutting grant total: £4,544
- ii. Funds from Reserves: Budgeted figure £7,500 is comprised of -
 - o £3,000 for registering land (will be reserved from 2019/20)
 - o £500 tree work (will be reserved from 2019/20)
 - o £4,000 for works on Chapel (already reserved)

Budget Motions

Motion 1:

It is proposed that this motion is discussed in closed session in accordance with Section 110a(2) of the Local Government Act 1972.

As requested by the Parish Council the Personnel Committee undertook a benchmarking exercise on the Clerk's salary. The outcome of the exercise was then reported to the Finance Committee. The Finance Committee have included the recommendations proposed for the Clerk's salary and allowances in the draft budget for 2020/21.

Councillors to review and approve the recommendations from the Personnel & Finance Committees, as follows:

1. The Parish Council adopt a salary range for the Clerk/RFO as per the recommendations of the Personnel Committee following the benchmarking exercise.
2. The Clerk's salary increases to the first point on that scale from 1.4.20.
3. The Office allowance increases from 1.4.20 to £180 pa (payable £15 per month).
4. The IT Support allowance increases from 1.4.20 to £360 pa (payable £30 per month).

Motion 2:

The Finance Committee reviewed and evaluated all the tenders received for the grass and hedge cutting for the coming 3 years.

The Finance Committee propose that the grass & hedge cutting contract for the next 3 years, including the Health Centre, is awarded to Matthew Hammond. (as per figures included in the draft budget).

Motion 3:

The Finance Committee noted that the 3 year agreement with the Cricket Club for cutting the grass on the inside of the fitness track at the playing field comes to an end in February 2020.

It is proposed that the Parish Council approve the sum of £600 pa fixed for 3 years payable to the Cricket Club annually on receipt of an invoice. (as per sum included in draft budget)

Motion 4:

The Finance Committee propose that once the Parish Council has reviewed whether to approve the proposed projects; any expenditure required is added to the draft budget.

The revised budget can then be approved.

Year from 1st April 2020 to 31st March 2021

Expenditure	18.11.19	Draft inc Cllr requests for items	Forecast budget for: (including Cllr proposals)		Notes on forecast
	Finance Cttee proposal		2021/22	2022/23	
Administration					
Staff salaries and wages	19,058	19,058	19,536	19,994	Assumes salary range adopted & no change to minimum wage
PAYE/Employees NI (inc above)					as above
Employers National Insurance	800	800	850	950	
Office Allowance	180	180	180	180	
IT Support	360	360	360	360	
Mobile Phone contract	115	115	120	120	contract expires in 2021
Postages	50	50	55	60	
Stationery	150	150	155	160	
Travelling Expenses	700	700	700	700	assumes mileage rate unchanged
TOTAL :	21,413	21,413	21,956	22,524	
General Expenses					
Data Protection	50	50	50	50	
Insurance	1,500	1,500	1,300	1,400	3 year long term rate (2020 includes extra part year Apr-Sept)
Subscriptions	700	700	725	750	assumes annual increase
Audit	550	550	600	600	
Cost of Meetings	200	200	200	200	assumes no rise in fees
Election Costs	250	250	250	250	to be reserved for election costs
Training	300	300	300	300	
Website	120	120	130	140	
RBL	50	50	50	50	
Other	3,100	3,100	200	200	
TOTAL :	6,820	6,820	3,805	3,940	
S137					
Community Projects					
Donations					
Good Neighbours	150	150	150	150	
Other					
TOTAL :	150	150	150	150	
Highways					
Public Lighting	75	75	80	80	assumes £5.00 rise
Playing Field grasscutting	1,661	1,661	1,661	1,661	quote remains for 3 years
CC Play park grass cutting	647	647	647	647	quote remains for 3 years
Westhall grasscutting	891	891	891	891	quote remains for 3 years
Footpath Maintenance	1,556	1,556	1,556	1,556	quote remains for 3 years
Permissive Path	289	289	289	289	quote remains for 3 years
Street cleaning *	550	600	650	700	assumes rise in costs
Debris Clearance	468	468	468	468	assumes no rise in min. wage
TOTAL :	6,137	6,187	6,242	6,292	
Other inc loan					
Cemetery & Churchyard	7,415	7,415	3,415	3,415	quote remains for 3 years
Property Other	1,000	1,000	1,000	1,000	balance to be reserved
Gate locking	225	225	225	225	assumes no rise in honorarium
Community Shed	150	150	150	175	3 year deal in ends in 2022
Medical Centre	10,678	10,678	11,294	11,148	
Recreation	500	500	1,000	1,000	replacement equipment needed
Loan Repayment capital	5,201	5,201	5,351	5,506	figs from PWLB: last payment due
Loan Repayment interest	586	586	436	281	June 2023 of £2812.37 + £81.29
Bank charges	80	80	100	100	assumes charge increase
Contingency	250	250	250	250	remains the same
Nursery Feasibility Study	10,395	10,395			
Defibrillator	50	50	50	50	to be reserved for spare parts
Clock Winding *		150	150	150	notified after Fin Cttee meeting

