

CAPEL PARISH COUNCIL

MINUTES OF FINANCE COMMITTEE HELD ON 28 DECEMBER 2015 IN CAPEL VILLAGE HALL COMMITTEE ROOM

Present: Mr Salter (Chairman), Mrs Schryver, Mr McLachlan, Mrs Dale, Mr Ball and Clerk.

- 1 **Apologies for absence:** None
- 2 **Minutes of previous meeting:** The minutes of the Finance Committee meeting held on 23 November were agreed a correct record and signed.
- 3 **Declarations of Interest:** None
- 4 **Matters arising:** Several dates for Pear technology training had been suggested and confirmation was awaited from the training provider that Wednesday 27 January would be available. *(Now confirmed)*
- 5 **Annual Risk Assessment:** This had been carried out by the Chairman and Clerk on 17 November and a copy of the Assessment with handwritten changes was distributed to Councillors. Detailed consideration was given to each item and two further amendments were agreed. A final version of the Annual Risk Assessment will be presented to the next meeting of the Full Council on Monday 18 January 2016.
- 6 **Draft Budget 2016–2017:**
 - (i) It was agreed that an increase in the precept would be necessary to cover the increase in hours/pay rate of the Clerk and for the employment of an Assistant Clerk.
 - (ii) The second highest item of expenditure in the budget is for parish maintenance which cannot be reduced given the large and diverse area for which the Parish Council is responsible and the emergency remedial works that arise from time to time. Parish maintenance has therefore been increased by 3% for the coming year and is now set at £16,000.
 - (iii) Two items of parish maintenance which are causing concern are the need to replace three external doors on the Beare Green Pavilion which are softwood and have rotted so need to be replaced with more expensive hardwood doors; and the Church wall in Capel, which is Listed, needs extensive repairs and rebuilding in parts. Quotes are being obtained and information about possible financial contributions from other sources is being sought.
 - (iv) Expenditure on refurbishing the old Youth Hall to provide a Parish Office and Community Hall will come solely from the loan from the Public Works Loan Board and repayments will be made from the NS&I reserve account.
 - (v) Neighbourhood Plan expenditure will come solely from the grant received for this purpose.

Without an increase in the precept the shortfall between budgeted income and expenditure would be £11,400. The precept will therefore need to be raised to £49,800 and the Clerk was asked to speak to MVDC to confirm that this will be possible. *(Now confirmed)*

- 7 **Date of Next Meeting:** To be agreed. *(Monday 8 February 2016 - to be confirmed)*

Draft Budget 2016 – 2017

RECEIPTS	Budget 2016-2017	Monitoring to 31.8.16	Notes
Precept	49,800.00		
Concurrent Grant	7,334.00		
Burial Ground Fees	2,000.00		
Allotment Rents	250.00		
Grants Received	-		
Total Receipts	59,384.00		
PURCHASES			
S 127 payments	-		
Burial Ground costs	1,000.00		
Parish Maintenance	16,000.00		
Parish Meeting costs	100.00		
Playground maintenance	1,000.00		
Total Purchases	18,100.00		
DIRECT EXPENSES			
Clerks salary, car, tax, NIC	20,880.00		
Pension 1%	208.48		
Assistant Clerk	5,636.00		
Total Direct Expenses	26,724.48		
OVERHEADS			
General Rates	1,400.00		
Water rates	100.00		
Heat, light & power	800.00		
Members travel	200.00		
IT costs	800.00		
Donations	400.00		
Grants paid	1,000.00		
SSALC/NALC	1,078.00		
Insurance	3,500.00		
Subscriptions	50.00		
Training costs	1,000.00		
Postage	100.00		
Telephone & Broadband	500.00		
Office stationery	600.00		
Audit & Accountancy	1,500.00		
Printing costs	1,000.00		
Legal fees	500.00		

Total Overheads	14,528.00		
Total Outgoings	59,352.48		