

Tidenham Parish Council

Finance and Probity Committee 2017/18 – Page 3

Minutes of a meeting of the Finance and Probity Committee of the Parish Council held on Wednesday 29th November 2017 at 7pm in the War Memorial Hall, Tutshill.

Present: Councillors; Bollen, Evans, Gregory, Koning, Lewis and Powell
Officers: Mrs C Hinton (Clerk).

1. **ATTENDANCE**
 - a) **Resolved to receive** apologies for absence from Councillor Molyneux.
 - b) **Resolved to accept** those apologies received with reasons for absence from Councillor Molyneux.

2. **DECLARATIONS OF INTEREST**

Resolved to receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and in accordance with the provisions of the Localism Act 2011 in respect of members.
There were none received

3. **MINUTES OF PREVIOUS MEETING**
 - a) **Resolved to approve** as a correct record the minutes of the meeting held on 6th September 2017.
 - b) There were no questions arising from those minutes.

4. **PUBLIC CONSULTATION**

There were no members of the public present.

5. **PARISH CLERK'S REPORT**

Resolved to note Parish Clerk's Report.

6. **ACCOUNTS**
 - a) **Resolved to approve** the Accuracy of the Receipts and Payments entries to 31st October 2017
 - b) **Resolved to receive and note** Budget Monitoring Sheet 2017/2018
 - c) **Resolved to note** entries in Receipts and Payments spreadsheet have been checked by Cllr Bollen prior to meeting

7. **QUARTERLY FINANCIAL CHECKS**

Five invoices and supporting paperwork were checked and found to be correct

8. **GRANT APPLICATIONS**

Resolved to approve payment of a grant of £600 to Monmouthshire CAB. Councillors noted the letter sent and representative to be asked to speak at the Annual Parish Meeting 2018

9. **BUDGET 2018/2019**

Resolved to approve the budget as per Budget Planning Sheet attached as page 4 of the minutes for recommendation to full Council. It was agreed not to include an amount for capital expenditure or in case of a contested election. Should there be a requirement for such expenditure during the year this may be taken as a virement from general reserves.

10. **FUTURE MEETINGS**

Resolved to note the date of the next meeting – 7th March 2018

The meeting closed at 20.32hrs

	Budget 2015/16	Budget 2016/17	Budget 2017/18	Budget 2018/19	Comments
Sector Total	29780	25544	25942	32008	
Salary C Hinton	10800	11844	12582	11098	Including pay increase and estimated 10% extra hours
Staff Expenses	2700	3000	3500	3500	Includes allowances of £86 per month
Salary K Duffin	5600	7042	7200	8360	Including pay increase and estimated 10% extra hours
HMRC	6025	3658	2660	5800	
LGPS TPC Pension Cont.				3250	
Sector Total	9100	9700	10630	11560	
Insurances	3000	2600	2300	2300	Decreased premium 17/18. 3 year LTA - allowing approx. 1% for index linking increase
Newsletter	1600	2000	2150	2000	Based on 2 issues per year
Audit Fees	850	850	850	650	
Stationers	1200	1100	2100	3000	
Subs	1300	1450	1530	1610	GAPTC and SLCC rates not available at time of considering budget - increase based on estimated 5% increase
Office Equipment	600	500	500	500	
Chairman's Allowance	100	100	100	100	
Misc (inc S&DLGA)	450	1100	1100	1400	Including increase in payroll co. costs, computer maintenance and cctv maintenance
Sector Total	16400	16900	15900	7800	
Training	300	1500	1000	1000	
Capital Costs	6500	6500	6000	0	*Currently none of 17/18 budget spent. 16/17 small overspend
Election	1100	1100	1100	0	*Best practice to include in case of contested Casual Vacancy
Grants	3500	2800	2800	2800	
S&BVH	5000	5000	5000	4000	Estimated £3500 remaining from 17/18 to be earmarked for toilet repairs
Amenities	41100	40015	43923	45238	
Dog Waste	4040	4250	4378	4350	
Grass	15268	15965	16444	13668	
C/Yards and Grounds Maint.	1150	2750	2833	8200	Including Shirley's Grove
Play Area Inspections	3550	1300	1300	1500	
Litter picking	6431	7250	7468	7020	
Tree Maintenance	3707	3000	7000	6000	
Misc	900	1000	0	0	
Play Area Repairs	460	1500	1500	1500	
Street Hardware		3000	3000	3000	
Planning		1000			
TOTAL Expenditure	96,380	93159	96395	96606	
Council Tax Support Grant		4370	0	0	
From Reserves			4370	2000	
Precept	92,000	88,789	92,025	94,606	
Earmarked/Ring-fenced Reserves					
<i>Shelter Monies remaining @ end Oct 17</i>			3.03		
<i>S106 Monies remaining @ end Oct 17</i>			290.88		
<i>Funds for Future Significant Projects</i>			32428.01		£19287 remaining from 17/18 plus 16/17 VAT refund of £13141.01
<i>Tump Farm Comm. Benefit</i>			5000		
<i>Professional Fees</i>			2500		
<i>S&BVH Toilet repairs</i>			3500		
Total			43721.92		
<p>In order to keep the increase in precept to around 3% it is recommended that £2000 be transferred from General Reserves. If the remaining budget for 17/18 is fully spent and taking into account the Earmarked/Ring-fenced Reserves above and the £2000 from General Reserves to help reduce the required precept, the level of General Reserves would be around £65600 at the end of 17/18 year which would represent approx. 67% of the above budget.</p> <p>Following the Tree and Church Wall reports there are urgent works required to be carried out during the first year of each 3 year plan.</p> <p>*The budget for Capital Equipment and that for potential election costs have been reduced to nil for the 18/19 financial year in order to keep the increase in precept to a minimum. If expenditure was required during the year a virement of funds may be considered from General Reserves.</p>					