

**Grundisburgh & Culpho Parish Council**  
**Minutes of a meeting of the Finance Sub-Committee held on the 17th November, 2015**  
**at 8 Post Mill Close, Grundisburgh**

Present: Messrs.G.Caryer, D.Higgins, R.Youngman, Mrs.J.Bignell.

1. **Apologies for absence** Miss.V.Barker
2. **Matters arising from the minutes of the meeting held on the 10th February, 2015** There were no matters arising.
3. **Review of Financial Standing Orders** No amendments were recommended.
4. **Income & Expenditure to date - budget report attached** The report was examined. Expenditure is in line with that budget.

**5. Financial position**

Account Balances as at 2nd November, 2015.

Business Tracker Account	£62.26
Current Account	£10,900.81
Post Office Investment account	£20,525.48
VAT to claim	<u>£302.80</u>
TOTAL	£31,791.35

**6. Insurance**

The current policy, which ends on the 30th September, 2016 provides the following cover. The Council has entered into a five year agreement for a fixed premium of £271.97 which expires on the 30th September, 2019.

Standard Cover

Business interruption Loss of date – reconstitution of computer records. Sum insured £500

All risks - Office Contents sum insured £2,500 - Clerks home only - Excess £100

Additional items £37,001 Garden equipment and tools £116

Money Loss of Non-Negotiable money limit any one loss £250,000.

Public Liability £6m

Hirer's liability £2m.

Employers Liability £10m - Cover is restricted to Clerk only

Libel & Slander £250,000

Personal Accident Cover is limited to £500,000 any one person and £2m any one incident. Capital sum £20,000. Death or loss of limbs or eyes £20,000. Permanent/partial disability up to £20,000. Temporary total disablement £25 per week up to maximum of 104 weeks. Covers Council Members & Clerk for duties connected with Parish Council only.

Employee Dishonest (Previously known as Fidelity Guarantee) Sum guaranteed £25,000 - protects misappropriation by Clerk or Council Members

Legal Expenses Limit of Indemnity £100,000

<u>Property all Risks</u>	<u>2014/2015</u>
War Memorial	£12,654
Bus Shelters	£13,438
Village Sign	£3,000
Seats	£3,291
Five Bar Gate	£207
Notice Boards	£1,180
Sand Boxes	£1,016
Village Green Bulls Eye Sign	£218
Fido Bins	£724
Litter Bins	£173
Football Posts & Net	£1,100
<i>Other property all risks</i>	
Mowers	<u>£116</u>
	£37,117

### **Insurance cont...**

It was agreed that the War Memorial cover could be too low and should be increased when the policy is renewed otherwise it was considered that cover provided was adequate.

**7. Investments** National Savings Investment interest rate is unchanged from last year at 0.75%

### **8. Precept/Budget**

Until 2013, the Government set the rules nationally for those who are eligible for Council Tax benefits and funded the full cost of those payments. However the Government introduced in April 2013 a new Localised Council Tax Support scheme (LCTS).

The changes affected towns and parishes because it affects their Council Tax base, the number of households in their area that are used to calculate what the Council Tax charge should be.

By reducing the number of households (the households make up the tax base) who pay full Council Tax, residents could end up paying more even if the district and our parish council did not increase their overall charges (precept etc). This increase per household could be a problem if the Government introduces automatic precept referendum for 'excessive increases' for parish and town councils in future years. So far it has not.

For the financial year 2013/2014 the Government gave district councils a grant to compensate parish and town councils for the amount equivalent to the additional sum that households will be charged because of the changes. The effect on our Parish Council was that our tax base was reduced to 565.76 Band D equivalents so if our precept remained at £17,100 the charge for a Band D Property would be £30.23. For 2012/2013 the number of Band D equivalents was 634.19 and the charge for a Band D property £26.96.

So under the new scheme, if the precept was maintained at £17,100 a Band D property would pay an additional £3.27.

However the parish council agreed that the 2013/2014 precept should be increased by £300 to £17,400 and to apply for the government grant, Council Tax Support Grant (CTSG), £1,847 which was paid via the District Council. This resulted in parishioners paying roughly the same amount in their Parish Council Tax Charge as the previous year.

The same principle was followed for the financial year 2014/2015. The precept was set at £16,100 plus the CTSG of £1,389. The Parish Council Tax Charge increased from the previous year by only 77p.

It was again followed in the current financial year. The precept was set at £16,600 plus the CTSG of £882. The effect of this policy on the proportion of council tax paid in their Parish Council Tax Charge has been minimal over the period that the CTSG has been operating and the Parish Council's precept has remained practically the same. Bearing in mind the enormous cuts in funding the District and County Councils' have had to bear we have got off lightly.

#### Tax Base

1997/1998	539.93 band D equivalent	Precept £10,240 ÷ 539.93 = £18.96		
1998/1999	549.42 band D equivalents	Precept £10,240 ÷ 549.42 = £18.63		
1999/2000	559.90 band D equivalents	Precept £12,000 ÷ 559.90 = £21.43		
2000/2001	587.73 band D equivalents	Precept £12,000 ÷ 587.73 = £20.42		
2001/2002	606.20 band D equivalents	Precept £13,350 ÷ 606.20 = £22.02		
2002/2003	604.72 band D equivalents	Precept £14,000 ÷ 604.72 = £23.15		
2003/2004	615.74 band D equivalents	Precept £15,200 ÷ 615.74 = £24.68		
2004/2005	617.29 band D equivalents	Precept £15,200 ÷ 617.29 = £24.62		
2005/2006	617.16 band D equivalents	Precept £15,200 ÷ 617.16 = £24.63		
2006/2007	627.16 band D equivalents	Precept £15,650 ÷ 627.16 = £24.95		
2007/2008	635.15 band D equivalents	Precept £16,200 ÷ 635.15 = £25.50		
2008/2009	634.71 band D equivalents	Precept £16,600 ÷ 634.71 = £26.15		
2009/2010	638.43 band D equivalents	Precept £16,600 ÷ 638.43 = £26.00		
2010/2011	637.53 band D equivalents	Precept £16,600 ÷ 637.53 = £26.04		
2011/2012	631.77 band D equivalents	Precept £17,100 ÷ 631.77 = £27.06		
2012/2013	634.19 band D equivalents	Precept £17,100 ÷ 634.19 = £26.96	CTSG	Total
2013/2014	565.76 band D equivalents	Precept £15,553 ÷ 565.76 = £27.49	£1,847	£17,400
2014/2015	569.68 band D equivalents	Precept £16,100 ÷ 569.68 = £28.26	£1,389	£17,489
2015/2016	582.68 band D equivalents	Precept £16,600 ÷ 582.68 = £28.49	£882	£17,482

The charge for each other bands is calculated by multiplying the Band D charge by the appropriate scaling factor i.e. Band A - 6/9 B 7/9 C 8/9 E 11/9 F 13/9 G 15/9 H 18/9

**Precept/Budget cont...**

It was agreed to recommend that the precept for 2016/2017, which will be the last year that CTSG will be received, should be increased to maintain the same level of income as in 2015/2016 financial year. . The tax base at the moment is unknown but any increase to the Parish Council's tax charge should be minimal.

It was further agreed that it would be wise in the following years to annually increase the precept by small amounts to maintain the council's finances and to avoid the necessity of a large increase sometime in the future.

**9. Review of Earmarked Reserves**

	<u>Closing balance at 31 March 2015</u>	<u>Estimated 2015/2016 Movements</u>	<u>Estimated balance 31 March 2016</u>
Allotments	£1,255.63		£1,255.63
Allotment holders fund	£244.67		£244.67
Elections	£973.32	- £150.00	£823.32
New Village Hall	£588.04	-£16.92	£571.12
Bus Shelter Repairs	£1,202.27		£1,202.27
Village Stream Wall	£4,000.00		£4,000.00
War Memorial	£808.00	+£16.66	£824.66
Emergency Committee	£1,000.00		£1,000.00
St.Mary's Church Clock	£1,850.00	-£1,850	NIL
Total	£11,921.93	-£2,000.26	£9,921.67

The Reserves were examined and approved. It was explained that the Allotment Holders fund was money transferred from the closed Allotment Holders Association and should be used for the benefit of current holders. It was suggested that possibility of the purchase of a cultivator should be investigated.

**10. Grants** Applications are usually considered at the January 2016 Budget meeting. Posters (see attachment) will be placed in the Parish Notice Boards asking that village organisations that wish to apply for a grant should do so by a fixed date - two weeks before the Budget meeting. It was emphasised that grants are normally given for capital improvements and not running costs.

**11. Employees Pension** The Council have no employer duties in relation to their current Clerk. However the council has had to register with the regulator - the contact will be the Clerk

**12. Date of next meeting** The Budget Meeting will be held on the 19th January, 2016.