

**Grundisburgh & Culpho Parish Council**  
**Minutes of a meeting of the Finance Sub-Committee held on the 13<sup>th</sup> December, 2018**  
**in The Parish Rooms, Grundisburgh/**

Present: Messrs.S. Barnett (in the chair), D.Higgins, R.Youngman, Mrs.J.Bignell

**1. Apologies for absence** All members attended.

**2. Declarations of Interest** No declarations were made.

**3. Matters arising from the minutes of the Committee Meeting held on the 15th January, 2018**

There were no matters arising from these minutes.

**4. Financial position**

Account Balances as at 5<sup>th</sup> December,2018

Business Tracker Account	£62.43
Current Account	£15,829.00
Post Office Investment Account	£20,901.70
VAT to claim	<u>£490.95</u>
<b>TOTAL</b>	<b>£37,284.08</b>

**5. Insurance**

The Council entered into a five-year agreement with CAS 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

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

Public Liability £10m

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

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.

Legal Expenses Limit of Indemnity £100,000

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

Hirer's liability £2m.

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

Property all Risks

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

*Other property all risks*

Mowers	<u>£116</u>
	<b>£37,117</b>

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

The Clerk was asked to investigate the additional cost of increasing Employee Dishonest from £25,000 to £40,000 and whether the Libel & Slander was a corporate or individual cover.

It was agreed that a working group of councillors should be formed to reassess the Property all Risks cover.

### **6. Financial Analysis 2018/2019**

Cash in hand 31 March 2018	£30,407
Plus Income to date	£19,461
Less expenditure 2018/2019 to date	£12,584
Less estimated 2018/2019 further expenditure	£8,618
Estimated cash 31 March 2019	£28,666
Less estimated earmarked reserves	£12,310
Estimated unallocated cash at 31 March 2019	£16,365
Unallocated cash (General Reserve) 31 March 2018	£18,316

**7. Investments** National Savings Investment Interest Rate is 0.80%.

### **8. Review of Earmarked Reserves**

	Closing balance at 31 March 2018	Estimated 2018/2019 Movements	Estimated balance 31 March 2019
Allotments	£1,255.63		£1,255.63
Allotment holders fund	£244.67		£244.67
Elections	£823.32		£823.32
New Village Hall	£421.12		£421.12
New Village Hall Prizes	£450.00		£450.00
Bus Shelter Repairs	£1,802.27	+\$200.00	£2,002.27
Village Stream Wall	£4,000.00		£4,000.00
War Memorial	£574.00	-\$231.00	£343.00
Emergency Committee	£1,000.00		£1,000.00
Playing Field Reserve	£500.00	+\$250.00	£750.00
Grundisburgh Football Club	£350.00		£350.00
Bench Repairs	£670.00		£670.00
Total	£12,091.01	+\$219.00	£12,310.01

It was suggested that the provision of an additional water tap could be a good use of the money held in the Allotment and Allotment holders fund. The Clerk will investigate.

### **9. Grant applications**

Posters, inviting applications were placed in the Parish Notice Boards and posted on the What's on in Grundisburgh News Group on the 9<sup>th</sup> October asking that village organisations that wish to apply for a grant should do so by 3rd January, 2019. The Committee should anticipate more requests being received by that date.

#### Applications Received

Mr. Paul Wiffen - Project: "Chap's Chat" applies for a grant towards purchasing a device that allows people with a hearing difficulty to hear when chatting in groups. The device is a 'multi-directional microphone' [called a 'pen'] and base holder, plus a fob worn around the neck of each hearing impaired person. The base with pen is £500 + VAT and the fobs are £116 each + VAT. This project has been running for 10 months and now has 6 members all in their 80s plus. It gives contact and conversation to isolated men in the village. It meets most Friday mornings at Mrs Williams for one and a half hours. This has been a great success and hopefully will grow. This application was forwarded to the Finance Sub Committee on the 11<sup>th</sup> October.

It was agreed that the Clerk should write to Mr. Wiffen informing him that grant applications should be submitted by village voluntary organisations and that the council usually donated a proportion of the cost of proposals.

**10. Budget 2019/2020** The committee's recommendations for a provisional budget are listed in the appended schedule.

**11. Precept 2019/2020**

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
2016/2017	595.17 band D equivalents	Precept £17,000 ÷ 595.17 = £28.56	£501 £17,501
2017/2018	604.35 band D equivalents	Precept £17,500 ÷ 604.35 = £28.95	
2018/2019	604.35 band D equivalents	Precept £18,250 ÷ 604.35 = £30.19	
2019/2020	631.37 band D equivalents	Precept £19,000 ÷ 631.37 = £30.09	

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

Before CTSG it had been the Parish Council's policy that it would be wise to annually increase the precept by small amounts to maintain the council's finances and to avoid the necessity of a substantial increase sometime in the future.

It was therefore agreed that the committee recommend that the Parish Council should apply for a precept of £19,000. With the increased number of Band D equivalents in 2019/2020 Band D council tax payers will see an annual reduction of 10p the Parish Council charge.

**12. Risk assessment** Attached. The current Risk Assessment was agreed.

**13. Date of next meeting** To be agreed