

Grundisburgh & Culpho Parish Council
Minutes of a meeting of the Finance Sub-Committee held on the 21st January, 2020
at Ford House, The Green, Grundisburgh

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

1. Apologies for absence All committee members attended.

2. To receive member's declarations of interest Mrs.Bignell and Mr.Kendall declared a Local Non-Pecuniary Interest in Village Hall matters

3. Minutes The minutes of the Finance Sub Committee Meeting held on the 22nd October, 2019 had been circulated and were therefore taken as read. It was proposed by Mrs.Bignell seconded by Mr.Kendall, to unanimous approval of those who were present at that meeting, that these minutes be signed by the Chairman as a true record.

4. Appointment of Councillor Internal Auditor Mr.G.Caryer will be asked to continue.

5. Review of Finance Standing Orders A review of Standing Orders and Finance Standing Orders will be agenda items for the 9th March full Council Meeting.

6. Community Infrastructure Levy (CIL)

£932.03 received so far. A further £641.30 (5 Post Mill Crescent) should be paid 30/03/2020. None spent so far. CIL receipts must be spent

(a) the provision, improvement, replacement, operation or maintenance of infrastructure

(b) anything else that is concerned with addressing the demands that development places on an area.

An annual report must be sent to East Suffolk Council on how much has been received and how it has been spent. This year's report has been submitted.

7. Budget 2020/2021

7.1 Awarded at the Council Meeting held on the 13th March, 2017

2017/2018 budget

Football Club £350 per annum for three years for ground maintenance - overall cost estimated £5,175

Playing Field £250 per annum for three years to be placed in a Parish Council Maintenance Reserve towards the cost of replacing the children's play area safety surfaces and maintaining the equipment.

7.2 SALC charges 1 April 2020 – 31 March 2021

Payroll £90.00 per annum (excludes VAT)

7.3 Section 137 payments. The Ministry of Housing, Communities and Local Government (MHCLG) has notified the National Association of Local Councils (NALC) that the appropriate sum for the purpose of section 137(4)(a) of the Local Government Act 1972 (the 1972 Act) for parish and town councils in England for 2020-21 is £8.32 per elector. Total number of electors on the Electoral Roll for Grundisburgh and Culpho 1,265 x £8.32 = £10,524. Total spend so far for 2019/2020 £1,847.00.

7.4 Financial Analysis 2019/2120

Cash in hand 31 March 2019	£37,042
Plus Income to date	£20,183
Less expenditure 2019/2120 to date	£17,717
Less estimated 2019/2020 further expenditure	£4,235
Estimated cash 31 March 2020	£35,273
Less estimated earmarked reserves	£15,641
Estimated unallocated cash at 31 March 2020	£19,632
Unallocated cash (General Reserve) 31 March 2019	£19,300

7.5 Application for grants

Grants were recommended for the following applications from voluntary organisations

- Grundisburgh Tennis Club – to enable the club to complete hedge cutting around the courts, including reducing the height and essential treatment of the newly painted play surface. Recommended grant £500.
- Lunch Club – help towards the cost of the annual trip to Felixstowe. Recommended grant £200.
- Grundisburgh Football Club – to upgrade the current lighting of the training area. Recommended grant £500.

Grants were not recommended for the following applications from voluntary organisations.

- Grundisburgh Speed Control Group – to purchase a SID for exclusive use in Grundisburgh & Culpho
- Neighbourhood Watch Association - for the general running costs of the operation.
- Grundisburgh Village Hall – to contribute towards the cost of building a new hall

7.6 Proposal from Mr.P.Franklin and Mr.D.Higgins That the Committee should recommend a sum of £1,000 to be included in the 2020/2021 budget for climate saving schemes e.g. car sharing, bus publicity, bottle bank. Recommended that £500 should be placed in an earmarked reserve.

7.7 2020/2021 Budget Recommendations The committee's full recommendations for a provisional budget are listed in the appended schedule.

7.8 Chapel Field/Ipswich Northern Bypass Mr.Higgins proposed that the Council should set aside fighting funds for the two major issues which are of great concern to the inhabitants of Grundisburgh & Culpho namely the proposals to build 80 houses on Chapel Field and the building of an Ipswich Northern Bypass. He recommended allocating £2,500 for each issue totalling £5,000.

Other committee members felt that bearing in mind the funds available to the Parish Council and the financial commitments it already has this proposal, however worthy, was unaffordable.

It was agreed that the full council would be asked to consider Mr.Higgins request at its 9th March meeting and he was asked to circulate his proposal to councillors prior to that meeting.

7.9 General Fund NALC now advises that Parish Council's General Fund (unallocated cash) should be within the range of 3 – 9 months average expenditure. Based on an estimated 2019/2020 spend of £21,952 9 months expenditure would be £16,463.

8 Earmarked Reserves

	Closing balance at 31 March 2019	Estimated 2019/2020 Movements	Estimated balance 31 March 2020
Allotments	£1,255.63		£1,255.63
Allotment holders fund	£244.67		£244.67
Elections	£823.32	+ £141.00	£964.32
New Village Hall	£369.12		£369.12
New Village Hall Prizes	£450.00		£450.00
Bus Shelter Repairs	£2,002.27	+ £200.00	£2,202.27
Village Stream Wall	£4,000.00		£4,000.00
War Memorial	£343.00	+ £7.00	£350.00
Emergency Committee	£1,000.00		£1,000.00
Playingfield Reserve	£750.00	+ £250.00	£1,000.00
Grundisburgh Football Club	£350.00	+ £350.00	£700.00
Bench repairs	£1,670.00	- £65.00	£1,605.00
SID Locality Grant	£3,000.00	- £3,000.00	NIL
Olde Forge forecourt	£1,500.00		£1,500.00
Total	£17,758.01	- £2,117.00	£15,641.01

9. Any other business

- It was unanimously agreed that in future the committee should recommend that recommendations for a budget and precept should be made at the same meeting.
- It was also recommended that training for councillors on the role of a parish councillor and the clerk was needed and that a session in the village should be arranged with a SALC trainer.

Precept

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		
2020/2021	634.94 band D equivalents	Precept £19,800 ÷ 634.94 = £31.18		

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

Grundisburgh & Culpho Parish Council									2020/2021
	2016/2017	2017/2018		2018/2019		2019/2020			Proposed
INCOME	Actual	Budget	Actual	Budget	Actual	Budget	To date	Balance	Budget
Allotment Rents	204	192	192	192	204	192	216	24	192
Bank Compensation							25	25	
Bank Interest	125	150	98	125	152	100		-100	100
CIL payments					207		622	622	
Contributions SID							300	300	
Litter pick							20	20	
Precept	17000	17500	17500	18250	18250	19000	19000		19800
Council Tax Support Grant	501								
Donations			582						
Neighborhood funding			102						
Locality Grant	1442				3800				
TOTAL	19272	17842	18474	18567	22613	19292	20183	891	20092

	Actual	2017/2018		2018/2019		2019/2020			2020/2021
EXPENDITURE	Actual	Budget	Actual	Budget	Actual	Budget	To date	Balance	Budget
<u>Administration</u>									
Audit Fee	100	150	136	150	200	200		200	200
Clerk									
Expenses	412	400	395	400	425	400	212	188	500
National Insurance					42				
Office	577	577	577	577	577	577	310	267	577
Salary	3019	3854	3019	3854	3019	3854	2845	1009	3854
Income Tax	762		1265		717		713	-713	
Payroll service	44	50	45	50	68	50	22	28	90
Society of Local Council Clerks	88	89	84	89	89	89	92	-3	92
Training	22	50		50		50	50		50
Councillors Training	110	200		200		200		200	300
Computer							257	-257	
Data Protection			35		40		40	-40	40
Elections						250	109	141	
Hire of Rooms	80	130	16	130	244	200	97	103	250
Insurance	282	300	287	300	287	300	273	27	300
Laser Printer	84	150	186	200	198	200	48	152	200
Local Council Award Scheme	50								
Annual Parish Meeting	289	325	312	325	312	435	322	113	435
Photocopying		110		110					110
S.A.L.C. Subscription	492	500	507	520	524	550	525	25	550
SALC Local Councillor	26	25	26	26					
Stationery	75	100	63	100	31	100	11	89	100
Website			100	100	100	100	100		100
	6512	7010	7053	7181	6873	7555	6026	1529	7748

	Actual	2017/2018		2018/2019		2019/2020			2020/2021
Running Costs	Actual	Budget	Actual	Budget	Actual	Budget	To date	Balance	Budget
<u>Bus Shelters</u>									
Cleaning	300	300	300	300	300	300	9	291	300
Repairs		200		200		200		200	200
Defibrillator	1806	250	164	250		250		250	250
<u>Highways</u>									
SAVID							100	-100	100
SID						200	3461	-3261	
Speedwatch		50				200	38	162	200
Bridge replacement		500	500						
Snow clearing					150				
New Village Hall	150								
<u>Parks & Open Spaces</u>									
Allotments	473	200	209	200	74	200	164	36	200
Benches	532		30		1084		65	-65	
Climate change reserve									500
Fido Bins	195	200	160	200	107	200	80	120	200

	1825	1507	1157	1237	1201	826	1847	-1021	866
TOTAL	18388	18472	16419	21453	15962	18116	17718	398	19849
							Budgeted Income		20092
							Budgeted Surplus		243