

Minutes of a meeting of the Finance and Probity Committee of the Parish Council held on Wednesday 4<sup>th</sup> December 2019 at 7.00pm in the War Memorial Hall, Tutshill.

**Present:** Councillors; Bollen, Koning, Molyneux, O’Toole and Powell.  
Officers: Mrs C Hinton (Clerk).

1. **ATTENDANCE**

- a) **Resolved to receive** apologies for absence from those councillors unable to attend from Councillor Tullett.
- b) **Resolved to accept** those apologies received with reasons for absence from Councillor Tullett.

2. **DECLARATIONS OF INTEREST**

**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.

*Interests may be declared at any time during the meeting should they become apparent.*

3. **MINUTES OF PREVIOUS MEETING**

- a) **Resolved to approve** as a correct record the minutes of the meeting held on 4<sup>th</sup> September 2019.
- b) **To consider any questions** arising from those minutes.

There were none.

4. **PUBLIC CONSULTATION**

**To receive and consider any questions from the Public**, which may be answered but not debated.  
**There were no members of the public present.**

5. **PARISH CLERK’S REPORT**

**Resolved to receive and note** the Parish Clerk’s Report.

6. **ACCOUNTS**

- a) **Resolved to Approve** the accuracy of the Receipts and Payments entries to 30<sup>th</sup> November 2019.
- b) **Resolved to receive and note** Budget Monitoring Sheet 2019/2020.
- 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**

**None received.**

9. **BUDGET 2020/2021**

- a) **Resolved to approve** budget proposals as per Budget Planning Sheet (final agreed proposals attached as page 4) for recommendation to full Council subject to Admin. laptops to be purchased as soon as possible, giving reduction of £2000 capital costs.
- b) **Resolved to approve** precept amount of £97,147 for recommendation to full Council.

10. **FUTURE MEETINGS**

**Resolved to note** the date of the next meeting – 4<sup>th</sup> March 2020.

**The meeting closed at 19.51hrs.**

	Budget	Budget	Budget	Budget	Comments
	2017/18	2018/19	2019/20	2020/21	
<b>Sector Total</b>	<b>25942</b>	<b>32008</b>	<b>34880</b>	<b>53723</b>	More realistic contracted hours and Clerk's Assistant eligible for Pension and Nat. Ins contributions. Actual expenditure 19/20 will be £40,500 due to restructuring during year.
Salary C Hinton	12382	11098	15000	22892	Including 2 x increments. National Pay Award not yet known
Staff Expenses	3500	3500	3500	2000	Includes allowances of £86 per month + postage reduction if tablets for councillors used
Salary D Stevens	7200	8360	9160	13895	Including increment. National pay award not yet known
HMRC	2660	5800	3500	6200	Increase primarily due to NI now payable and increase in staff salaries
LGPS TPC Pension Cont.		3250	3720	8736	
<b>Sector Total</b>	<b>10630</b>	<b>11560</b>	<b>8600</b>	<b>6510</b>	
Insurances	2300	2300	1950	1990	3rd year of 3 year LTA - allowing approx. 2% for index linking increase
Newsletter	2150	2000			Now in Working Group budget
Audit Fees	850	650	800	780	Not yet notified of external auditor cost for current year - based on 2018/19 cost
Stationers	2100	3000	2500	250	Based on savings through purchase of tablets for councillors
Subscriptions	1530	1610	1350	1490	Based on reduced GAPIC rate for CLCA. SLCC rate not yet available. Based on 19/20 rate
Office Equipment	500	500	500	500	To include computer maintenance costs £360
Chairman's Allowance	100	100	100	100	
Misc (inc S&DLGA)	1100	1400	1400	1400	Including CCTV maintenance
<b>Sector Total</b>	<b>15900</b>	<b>7800</b>	<b>13250</b>	<b>8600</b>	
Training	1000	1000	1000	1000	
Capital Costs	6000	0	0	2800	Based on purchase of tablets for councillors
Election	1100	0	5450	0	
Grants	2800	2800	2800	2800	This amount leaves £1800 after the TWMHT £1000 is paid
S&BVH	5000	4000	4000	2000	Includes £820 estimated cost of installation and monthly fee for internet and reduced to reflect completion of refurb work during 19/20
Amenities	43923	45238	41038	40074	
Dog Waste	4378	4350	4350	4439	
Grass	16444	13668	13668	13941	
C/Yards and Grounds Maint.	2833	8200	5000	2000	Including Shirley's Grove
Play Area Inspections	1300	1500	1000	1062	
Litter picking	7468	7020	7020	7196	
Tree Maintenance	7000	6000	3000	5116	
Play Area Repairs	1500	1500	3000	4800	
Street Hardware	3000	3000	4000	1500	
Working Group			2000	1240	Assuming cost of newsletter delivery covered by sponsorship
<b>TOTAL Expenditure</b>	<b>96395</b>	<b>96606</b>	<b>99768</b>	<b>110147</b>	
From Reserves	4370	2000	5000	13000	*
Precept	92,025	94,606	94,768	97,147	Represents 2.45% increase in precept on last year
<b>Earmarked/Ringfenced Reserves</b>					
Shelter Monies remaining @ end Nov 19	0				
S106 Monies remaining @ end Nov 19	0				
Funds for Future Significant Projects	11228				From 2019/20 if not spent (£21200 spent on S&BVH car park resurfacing).
Tump Farm Comm. Benefit	15000				
Professional Fees					Reserve for professional fees removed as Council insurance now includes legal advice.
	26228				

\* If the current year's budget is fully spent the balance of monies held at the end of 2019/2020 will be approx. £114,715

Once the earmarked reserves above are deducted from this a balance of £88,487 would be left in general reserves

This is above the level recommended and it was agreed that an amount of £13,000 be taken from general reserves to meet expenditure requirements.