

Meeting Notes from Finance Committee Meeting held on 12th December 2018 at Redend Farm, Pilning at 7pm and open to the public and press

PRESENT: Cllr Sue Binns (Chairman), Alderman Peter Tyzack, Cllr N Chappell, Cllr Kevin Weeks and Cllr Nick Davies

Also present: Victoria Bywater (Clerk)

Agenda Item	Notes	Action																																																																		
1 – Apologies for absence	Apologies were accepted from Cllr Carol Woodhouse and Cllr Tony Fennell																																																																			
2- Declaration of Interest	None reported																																																																			
3 – Presentation of Accounts for 2018/ 2019 Year to Date	<p>VB circulated copies of expenditure/ income for year to date.</p> <p>After discussion it was agreed that from next year Pilning Village Hall and Pilning playing field should be itemised separately.</p> <p>It was further agreed that VB should contact St Peter’s School, Pilning as a possible alternative location to Pilning Village Hall for meetings.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #92d050;"> <th style="text-align: left;">INCOME</th> <th style="text-align: right;">2018/2019 Yr to date</th> <th style="text-align: right;">Budget 2018/2019</th> </tr> </thead> <tbody> <tr><td>Precept</td><td style="text-align: right;">66,994.00</td><td style="text-align: right;">66,274</td></tr> <tr><td>Allotments</td><td style="text-align: right;">25.00</td><td style="text-align: right;">1,200</td></tr> <tr><td>Grants (Community Benefit)</td><td style="text-align: right;">7,537.80</td><td style="text-align: right;">3,000</td></tr> <tr><td>CIL</td><td style="text-align: right;">840.55</td><td></td></tr> <tr><td>Bank Interest</td><td style="text-align: right;">20.25</td><td style="text-align: right;">15</td></tr> <tr><td>Cemetery Income</td><td style="text-align: right;">579.00</td><td style="text-align: right;">500</td></tr> <tr><td>Sale of Assets</td><td></td><td></td></tr> <tr><td>Refunds/ Insurance</td><td style="text-align: right;">-</td><td style="text-align: right;">100</td></tr> <tr><td>VAT Refund</td><td style="text-align: right;">7,417.17</td><td style="text-align: right;">7,500</td></tr> <tr style="font-weight: bold;"> <td style="text-align: right;">Total</td> <td style="text-align: right;">83,413.77</td> <td style="text-align: right;">78,589.00</td> </tr> <tr style="background-color: #ff0000; color: white;"> <th style="text-align: left;">EXPENDITURE</th> <th></th> <th></th> </tr> <tr><td>Clerk Wages</td><td style="text-align: right;">9,087.63</td><td style="text-align: right;">12,000</td></tr> <tr><td>Clerk Other</td><td style="text-align: right;">513.09</td><td style="text-align: right;">1,250</td></tr> <tr><td>Meeting room hire</td><td style="text-align: right;">345.00</td><td style="text-align: right;">400</td></tr> <tr><td>Office Admin</td><td style="text-align: right;">1,946.43</td><td style="text-align: right;">2,000</td></tr> <tr><td>Subscriptions/ Info services</td><td style="text-align: right;">249.00</td><td style="text-align: right;">700</td></tr> <tr><td>HMRC PAYE</td><td style="text-align: right;">1,071.40</td><td style="text-align: right;">1,500</td></tr> <tr><td>Professional Fees</td><td style="text-align: right;">4,547.70</td><td style="text-align: right;">5,000</td></tr> <tr><td>Cllr Exps</td><td style="text-align: right;">129.00</td><td style="text-align: right;">500</td></tr> <tr><td>Village Halls - Pilning + field</td><td style="text-align: right;">4,145.00</td><td style="text-align: right;">2,500</td></tr> <tr><td>Village Halls SB</td><td style="text-align: right;">1,142.50</td><td style="text-align: right;">2,500</td></tr> </tbody> </table>	INCOME	2018/2019 Yr to date	Budget 2018/2019	Precept	66,994.00	66,274	Allotments	25.00	1,200	Grants (Community Benefit)	7,537.80	3,000	CIL	840.55		Bank Interest	20.25	15	Cemetery Income	579.00	500	Sale of Assets			Refunds/ Insurance	-	100	VAT Refund	7,417.17	7,500	Total	83,413.77	78,589.00	EXPENDITURE			Clerk Wages	9,087.63	12,000	Clerk Other	513.09	1,250	Meeting room hire	345.00	400	Office Admin	1,946.43	2,000	Subscriptions/ Info services	249.00	700	HMRC PAYE	1,071.40	1,500	Professional Fees	4,547.70	5,000	Cllr Exps	129.00	500	Village Halls - Pilning + field	4,145.00	2,500	Village Halls SB	1,142.50	2,500	<p>VB</p> <p>VB</p>
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4 – Allotment Fees	After discussion, it was agreed that no increase in fees would be made.																																														
5 – Appointment of Cemetery Clerk	The Chairman updated the meeting that two applications had been received for the role of Cemetery Clerk but due to the clear experience of Odile McIntosh, the panel had offered her the role subject to ratification at this meeting. All agreed to accept the decision of the panel and Del to be invited to the January 2019 meeting for formal introductions.																																														
5 - Consideration of Budget for 2019/ 2020	<p>The committee discussed each item line by line and agreed to recommend as follows;</p> <table border="1"> <thead> <tr> <th></th> <th style="text-align: right;">Budget</th> </tr> <tr> <th style="background-color: #92d050;">INCOME</th> <th style="text-align: right;">2019/2020</th> </tr> </thead> <tbody> <tr><td>Precept</td><td style="text-align: right;">68,334</td></tr> <tr><td>Allotments</td><td style="text-align: right;">1,200</td></tr> <tr><td>Grants (Community Benefit)</td><td style="text-align: right;">2,500</td></tr> <tr><td>CIL</td><td style="text-align: right;">-</td></tr> <tr><td>Bank Interest</td><td style="text-align: right;">15</td></tr> <tr><td>Cemetery Income</td><td style="text-align: right;">1750</td></tr> <tr><td>Sale of Assets</td><td style="text-align: right;">-</td></tr> <tr><td>Refunds/ Insurance</td><td style="text-align: right;">-</td></tr> <tr><td>VAT Refund</td><td style="text-align: right;">7,500</td></tr> <tr><td style="text-align: right;">Total</td><td style="text-align: right;">81,298.88</td></tr> <tr> <th style="background-color: #ff0000;">EXPENDITURE</th> <th></th> </tr> <tr><td>Clerk Wages</td><td style="text-align: right;">12,200</td></tr> </tbody> </table>		Budget	INCOME	2019/2020	Precept	68,334	Allotments	1,200	Grants (Community Benefit)	2,500	CIL	-	Bank Interest	15	Cemetery Income	1750	Sale of Assets	-	Refunds/ Insurance	-	VAT Refund	7,500	Total	81,298.88	EXPENDITURE		Clerk Wages	12,200																		
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	Meeting room hire	400	
	Office Admin	2,000	
	Subscriptions/ Info services	900	
	HMRC PAYE	1,750	
	Professional Fees	5,000	
	Cllr Exps	500	
	Village Halls - Pilning + field	3,000	
	Village Hall Extension - Pilning	3,500	
	Village Halls SB	3,000	
	Play Equipment	7,000	
	SB Library	500	
	General Maintenance	12,000	
	Cemetery	4,000	
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	Parish Plan/ Elections	3,000	
	Parish Assets Contingency	5,800	
	VAT Expended	7,500.00	
	Total	81,200.00	
7 – Recommendation for Precept 2018/ 2019	After considering the budget recommendations, it was agreed to recommend a 2.5% increase to the Precept for 2019/ 2020		
7 – To agree the Burial Fees for 2019/ 2020	<p>The Chairman explained the suggestion from interview process for the Cemetery Clerk role that the fees are comparably too cheap in Pilning.</p> <p>After discussion, it was agreed to increase the fees to 50% of the advertised rates of Almondsbury Parish Council.</p>		
8 – Review of Parish Council Policies	<p>After discussion, it was agreed to recommend the following policies as presented;</p> <p>Parish Councillors Allowance Policy Equal Opportunities Policy Equality & Diversity Policy Financial Regulations Freedom of Information Policy Grant Awarding Policy Grievance & Disciplinary Policy Health & Safety Policy Risk schedule</p>		

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	<p>Safeguarding Children, Young People and Vulnerable Adults Policy Training/ Learning and Development Policy Complaints Policy Social Media Policy Code of Conduct (S.Glos Council version adopted at the Annual Meeting) Press & Media Policy Standing Orders</p> <p>It was proposed by PT and seconded by KW to approve the above policies enbloc.</p>			Full Council																											
9 – To agree Parish Council Action Plan	<p>After discussion, it was agreed to recommend the following Action Plan for 2019/ 2020;</p> <table border="1" data-bbox="370 737 1341 1932"> <thead> <tr> <th data-bbox="370 737 581 772">Details</th> <th data-bbox="581 737 812 772">Aim</th> <th data-bbox="812 737 1068 772">Objective</th> <th data-bbox="1068 737 1341 772">Action</th> </tr> </thead> <tbody> <tr> <td data-bbox="370 772 581 961">Advertising</td> <td data-bbox="581 772 812 961">To publicise parish council work and activities</td> <td data-bbox="812 772 1068 961">To keep parishioners and the wider community up-to-date</td> <td data-bbox="1068 772 1341 961">Article to be produced and submitted for inclusion in monthly parish magazine by Clerk</td> </tr> <tr> <td data-bbox="370 961 581 1094">Defibrillators</td> <td data-bbox="581 961 812 1094">To maintain</td> <td data-bbox="812 961 1068 1094">To support a vital life-saving tool in the rural community</td> <td data-bbox="1068 961 1341 1094">Continue to fund the maintenance contract.</td> </tr> <tr> <td data-bbox="370 1094 581 1289">Cemetery at Pilning</td> <td data-bbox="581 1094 812 1289">To maintain</td> <td data-bbox="812 1094 1068 1289">To keep the cemetery clean and tidy</td> <td data-bbox="1068 1094 1341 1289">Continue to monitor cemetery areas which are maintained by Grass Cutting Contract B – P&SB</td> </tr> <tr> <td data-bbox="370 1289 581 1581">Northwick Tower & Cemetery</td> <td data-bbox="581 1289 812 1581">To maintain</td> <td data-bbox="812 1289 1068 1581">To keep safe the Tower To keep the cemetery clean and tidy</td> <td data-bbox="1068 1289 1341 1581">To work towards the repair of the Tower Continue to monitor cemetery areas which are maintained by Grass Cutting Contract C – P&SB</td> </tr> <tr> <td data-bbox="370 1581 581 1839">Play Equipment</td> <td data-bbox="581 1581 812 1839">To maintain and repair</td> <td data-bbox="812 1581 1068 1839">To provide local play facilities in open spaces for children and adults</td> <td data-bbox="1068 1581 1341 1839">To arrange annual independent inspections, monthly visual inspections and instruct repairs/ replacements as required</td> </tr> <tr> <td data-bbox="370 1839 581 1932">Village Hall</td> <td data-bbox="581 1839 812 1932">To support</td> <td data-bbox="812 1839 1068 1932">To provide a facility for people to meet</td> <td data-bbox="1068 1839 1341 1932">Continue to support running costs of both</td> </tr> </tbody> </table>			Details	Aim	Objective	Action	Advertising	To publicise parish council work and activities	To keep parishioners and the wider community up-to-date	Article to be produced and submitted for inclusion in monthly parish magazine by Clerk	Defibrillators	To maintain	To support a vital life-saving tool in the rural community	Continue to fund the maintenance contract.	Cemetery at Pilning	To maintain	To keep the cemetery clean and tidy	Continue to monitor cemetery areas which are maintained by Grass Cutting Contract B – P&SB	Northwick Tower & Cemetery	To maintain	To keep safe the Tower To keep the cemetery clean and tidy	To work towards the repair of the Tower Continue to monitor cemetery areas which are maintained by Grass Cutting Contract C – P&SB	Play Equipment	To maintain and repair	To provide local play facilities in open spaces for children and adults	To arrange annual independent inspections, monthly visual inspections and instruct repairs/ replacements as required	Village Hall	To support	To provide a facility for people to meet	Continue to support running costs of both
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			socially	village halls to a limit of £3K per hall per year	
	General Maintenance	To maintain the local area	To keep the area clean, tidy and cared for	Continue to monitor grassed areas which are maintained by Grass Cutting Contract A – P&SB	
	Allotments	To provide, maintain and upkeep	To keep the allotment sites overall in a good state of order	Representatives to monitor sites on a monthly basis and report to meeting	
	Odd Jobs	To repair and maintain	To ensure all areas that are the responsibility of the parish council are safe	All councillors to report any defects to the Clerk and the Clerk to instruct repairs	
	Website/ Social Media	To publicise parish council work and activities	To keep parishioners and the wider community up-to-date	Website and Social Media to be kept up-to-date by Clerk	
	Policies & Procedures	To review and update	To continue to make sure the parish council is fit for purpose	Review policies and procedures in December annually with ratification at the January meeting by Full Council	
10. Staff Appraisal	The Clerk requested again that Councillors respond in good time to planning applications and actions of minutes.				
11. Any other business	The tender submissions for the grass cutting contract at Northwick Cemetery were considered. The contract was awarded to Elm Tree Garden Contractors.				
	With no further business the meeting closed at 9.15pm.				