



# Pilning & Severn Beach Parish Council

## FINANCE COMMITTEE MEETING

Emmaus Church Centre Gorse Cover Road Severn  
Beach BS35 4NP 8:30pm

### Present

Ian S Roberts (ISR); Jet O'Neill (JO); Mike Pruett (MP); Nick Davies (ND); (Chairman); Olga Taylor (OT); Peter Tyzack (PT); Steve Graham (SKG) and Victoria Bywater (VB)

### Apologies for absence

None

### Declaration of interest

To receive declarations of interest under the Localism Act 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests.

None

### 1. To decide on grass cutting contracts for 2025-2028

Bids opened in accordance with Financial Regulations and Standing orders

1<sup>st</sup> motion

Contract A Elmtree

Contract B Elmtree

Contract C South Gloucestershire Council (Localism)

**Seven for one against**

2<sup>nd</sup> motion

Contract A Elmtree

Contract B Ambience

Contract C South Gloucestershire Council (Localism)

**One for seven against**

**1<sup>st</sup> motion carried.**

### 2. Presentation of Accounts for 2024 / 2025 year to date

The Clerk presented the current figures for 2024 / 2025.

### 3. To agree the Localism Contract with South Gloucestershire Council for 2025/2026.

South Gloucestershire Council have informed the Council of a 7.78% increase in costs

**Resolved to accept the revised Localism contract from South Gloucestershire Council for 2024 / 2025.**

**Action JE**

### 4. To decide on budget recommendations

#### 3a. Allotment Fees for 2025/2026

**Resolved to keep the allotment fees the same for 2024/2025.**

**Action JE**

#### 3b. Burial Fees for 2024 / 2025

The Council considered the Cemetery Clerk's recommendation and decided to increase all fees across the board at 5%. To apply from April 2025.

**Resolved to raise the fees by 5% for 2025 / 2026.**

**Action JE**

Increases in income are expected from Community Benefit Grants, a 5% increase in the precept from South Glos and increase in bank interest rates.

See Appendix A for the income figures

### **3c. To decide on expenditure for 2025 / 2026**

See appendix B for budgeted expenditure.

- Increases in expenditure.
  - staff costs inc. Tax and NI,
  - office admin,
  - subscriptions
  - HMRC Tax and NI – subject to a further review
  - cemeteries
  - general maintenance
  - donations, combining two budgets into one.
- Decreases in expenditure.
  - Village Halls
  - Play equipment
  - Election fees
  - Community benefit budget, combined with Donations budget, see above
  - Elections, no elections expected in 2025/2026

See Appendix B for the expenditure figures

### **3d. To decide on earmarked reserves for 2025 / 2026**

General Note

Good practice for managing reserves is have enough money to cover the amount being requested in the precept. For 2025/2026 the precept is 89% covered, which is within acceptable tolerance. Any additional money must be earmarked for a project or used to offset the precept request. In this case for 2025/2026 £14,175 is being used to offset the requested precept amount.

Notable changes to the Earmarked reserves

- £11000 has been moved from reserves to budgeted expenditure due to expected upcoming works on Northwick Tower
- Parish bench replacement, has been reduced to provide for two new benches in 2025/2026
- Severn Beach Entertainment fund was granted to Severnfest during 2024.
- Reserve of £6000 allocated to the creation of a memorial wall at Pilning Cemetery.
- A new entertainment fund has been created with £5000 reserved
- New subgroup budgets have been set
  - Sports & recreation £2000
  - Community spaces £13500
  - Environmental stewardship £2000
  - Social engagement £2000

See Appendix C for the earmarked reserves figures

### **3e. To decide on a recommendation to full council for the Precept 2023/24**

After discussion a 6.3% increase in the precept was agreed for recommendation to full council.

**Resolved to recommend to Full Council the figure of £88,510 for 2025 / 2026**

**Action JE**

**5. To receive an update of the Parish Council Forward Plan (Action Plan)**

The developing forward plan has been used throughout the budget setting, to align aspirations with tangible achievements.

Document about to go under another iteration of redrafting, with a view to picking up items for the Parish Council Standing Orders.

There being no other business the meeting closed at 22:25.

## Appendix A – Income budget figures for 2025-2026

<b>Budget 2025-2026</b>					
<b>INCOME</b>	<b>2024/25</b>		<b>Budget</b>	<b>%</b>	
<b>CIL</b>	£	897.48	£	-	
<b>Donations</b>	£	782.66	£	-	
<b>Grants Community Benefit</b>	£	1,741.42	£	3,000.00	0.00%
<b>Precept</b>	£	83,500.00	£	88,510.01	6.30%
<b>VAT</b>	£	6,991.51	£	7,500.00	0.00%
<b>Sale of assets</b>	£	-	£	-	
<b>Cemetery</b>	£	1,350.00	£	6,000.00	0.00%
<b>Allotments</b>	£	118.50	£	2,000.00	0.00%
<b>Interest</b>	£	933.09	£	1,000.00	5000.00%
<b>From reserves</b>	£	13,500.00	£	14,175.00	
<b>Neighbourhood Plan</b>					
<b>Total</b>			£	122,185.01	
		<b>Figure to find</b>	£	122,170.36	

## Appendix B – Expenditure budget figures for 2025-2026

EXPENDITURE	Current	Budget 2025-2026	
	2024/2025 Budget	Budget	%
Clerk	£ 20,470.00	£ 21,390.00	5.00%
Clerk other	£ 2,000.00	£ 2,000.00	0.00%
Meeting Room hire	£ 545.00	£ 545.00	0.00%
Office Admin	£ 3,096.00	£ 3,405.00	10.00%
Subs Info	£ 1,200.00	£ 1,500.00	25.00%
HMRC Tax	£ 2,553.00	£ 4,853.00	100.00%
Professional Fees	£ 9,800.00	£ 12,600.00	40.00%
Cllr exps	£ 335.00	£ 335.00	0.00%
Village Hall Piling	£ 6,000.00	£ -	-100.00%
Village Hall Severn Beach	£ 6,000.00	£ 3,000.00	-50.00%
Play Equipment Piling	£ 5,000.00	£ 1,250.00	-75.00%
Play Equipment Severn Beach	£ 5,000.00	£ 1,250.00	-75.00%
Play Equipment General	£ 250.00	£ 300.00	25.00%
Library	£ 500.00	£ 500.00	0.00%
Training	£ 500.00	£ 500.00	0.00%
General Maintenance	£ 16,560.00	£ 22,494.00	43.00%
Cemetery Clerk	£ 3,000.00	£ 3,000.00	0.00%
Cemetery Northwick	£ 3,000.00	£ 3,321.36	12.00%
Cemetery Piling	£ 5,768.00	£ 6,386.00	12.00%
Northwick Tower	£ -	£ 9,000.00	100.00%
Tree Maintenance	£ 2,500.00	£ 2,500.00	0.00%
Donations	£ 3,000.00	£ 5,067.00	68.90%
Toilet Key holder	£ 524.00	£ 524.00	0.00%
Allotments	£ 1,650.00	£ 1,650.00	0.00%
Community Benefit	£ 3,500.00	£ -	-100.00%
Neighbourhood Plan	£ -		
Elections	£ -	£ -	-100.00%
Asset contingency	£ 5,300.00	£ 5,300.00	0.00%
Subgroup amounts		£ 2,000.00	
VAT	£ 7,500.00	£ 7,500.00	0.00%
<b>Total</b>		£ 122,170.36	

