

MINUTES of the **FINANCE COMMITTEE MEETING** of the St. Ender Parish Council held on **Tuesday 13th November 2018** in the Summercourt Memorial Hall at 8.25pm

PRESENT: Cllrs Bunyan, Hearl, Kessell, Cole & Baker (substitute member).

APOLOGIES: Cllrs Cocks & Tyler.

18/F19 Declarations of Interests & to issue Dispensations

None

18/F20 Minutes

Proposal by Cllr Kessell to approve the minutes of 9th October 2018, seconded Cllr Cole, unanimous.

It was **resolved** that the minutes of the Finance Committee meeting of 9th October 2018 be signed as a true and correct record.

18/F21 Matters Arising

None

18/F22 To set precept for 2018-2019. -To review and approve annual budget & recommend precept to Full Council.

Draft budget circulated with the agenda.

Discussion took place, final budget attached as Appendix 1.

Proposal by Cllr Hearl to **recommend** to Full Council a Precept of £99,224.07 is requested, seconded Cllr Kessell, unanimous.

The above was duly **resolved**.

18/F23 To appoint Internal Auditor.

One quote received; Cllr Hearl to approach another auditor for quote, to defer to Full Council.

18/F24 To complete Quarter 2 Internal Control checks.

Internal Control checks completed and sheets signed by Chairman for VAT and bank rec.

There being no further business the meeting was closed at 8.50pm

Signed : **(Chairman)** **(Dated)**

Appendix 1

Items	Actual Spend 2016/17	Actual Spend 2017/18	Cost to 31/10/2018	Projected Year End 31.3.19	Prop Budget 2019/2020
OUTGOINGS					
INDIAN QUEENS CEMETERY					
Maintenance (Caretaker)	£2,295.00	£2,295.00	£2,351.25	£4,500.00	£4,500.00
Water	£59.91	£48.28	£39.96	£70.00	£70.00
Council Tax/ Admin	£0.00	£50.00	£0.00	£400.00	£400.00
Headstone Inspections/Maint.	£270.00	£857.50	£0.00	£100.00	£200.00
Maintenance inc skip	£712.15	£491.00	£603.16	£900.00	£1,000.00
PWLB Repayment	£4,525.28	£4,525.28	£2,262.64	£4,525.28	£4,525.28
Extension	£3,291.29	£0.00	£0.00	£0.00	£0.00
SUB-TOTAL	£11,153.63	£8,267.06	£5,257.01	£10,495.28	£10,695.28
ST ENODER CEMETERY					
Maintenance (Caretaker)	£2,295.00	£2,295.00	2351.25	£4,500.00	£4,500.00
Council Tax/Admin	£259.18	£286.98	£0.00	£280.00	£500.00
Headstone Inspections/Maint.	£270.00	£857.50	£0.00	£0.00	£200.00
Maintenance	£234.43	£0.00	£0.00	£200.00	£300.00
SUB-TOTAL	£3,058.61	£3,439.48	£2,351.25	£4,980.00	£5,500.00
OLD ST ENODER CEM					
Headstone Inspections/Maint.	£540.00	£2,800.00	0	£7,000.00	£300.00
Caretaker	£1,599.96	£1,599.96	£875.00	£1,500.00	£1,500.00
Materials	£80.00	£0.00	0	£0.00	£300.00
SUB-TOTAL	£2,219.96	£4,399.96	£875.00	£8,500.00	£2,100.00
RECREATION GROUND					
Water	£289.47	£251.68	£306.25	£420.00	£450.00
Electricity	£303.79	£334.47	£128.02	£350.00	£400.00
Maintenance (Changing /Youth/CCTV)	£7,727.38	£1,973.24	£510.10	£1,300.00	£1,600.00
Bin Lift	£637.50	£748.88	£576.00	£850.00	£1,000.00
Grass Cutting	£546.84	£546.84	£375.00	£750.00	£800.00
Youth Club Worker	£2,670.00	£2,000.00	£2,987.50	£7,000.00	£7,400.00
Play Inspections & Repairs	£736.40	£638.00	£681.24	£1,200.00	£1,200.00
THOMAS PLAYING FIELD					
Maintenance (Grass/General)	£546.84	£546.84	£0.00	£5,000.00	£1,000.00
Play Inspections, Repairs	£736.40	£638.00	£656.20	£1,000.00	£1,000.00
Tree cutting	£3,518.00	£0.00	£0.00	£0.00	£0.00
ROSPA Inspections	£189.00	£227.50	£227.50	£227.50	£300.00
Fraddon Millenium Green	£2,200.00	£2,200.00	£2,200.00	£2,200.00	£2,200.00
Fraddon Millenium Green inspections	£0.00	£0.00	£253.00	£500.00	£500.00
Indian Queens Pit Footpath	£3,610.00	£0.00	£0.00	£0.00	£0.00
Allotments	£140.00	£0.00	£0.00	£100.00	£100.00
Footpaths	£2,475.00	£1,960.00	£1,700.00	£1,700.00	£1,700.00
Open Spaces	£1,200.00	£1,495.00	£875.00	£1,750.00	£1,800.00
Agency Agreement	£7,000.00	£7,000.00	£7,000.00	£7,000.00	£7,000.00
Public Seats (clean/Paint/new)	£225.00	£151.62	£36.24	£100.00	£200.00
Defibrillator	£885.00	£630.00	£1,140.00	£1,140.00	£1,200.00

Noticeboards	£15.00	£24.00	£0.00	£0.00	£0.00
Bins	£433.95	£299.95	£0.00	£500.00	£500.00
Plants	£379.87	£358.71	£362.62	£400.00	£400.00
Recreation Ground Lane	£0.00	£0.00	£0.00	£0.00	£200.00
Kelliers	£440.00	£160.00	£0.00	£0.00	£0.00
SUB-TOTAL	£36,905.44	£22,184.73	£20,014.67	£33,487.50	£30,950.00
TOTAL PAGE 1	£53,337.64	£38,291.23	£28,497.93	£57,462.78	£49,245.28
ADMINISTRATION					
Clerk Salary (& expenses)	£20,006.40	£21,502.93	£12,652.19	£21,500.00	£22,500.00
Handyman Salary(& expenses)	£7,511.70	£6,558.73	£4,033.05	£7,750.00	£8,000.00
National Insurance	£1,650.96	£1,769.72	£945.14	£1,800.00	£1,800.00
Pension Contribution	£615.71	£777.27	£494.79	£792.48	£850.00
Website	£0.00	£34.50	£0.00	£200.00	£200.00
Postage	£458.95	£534.80	£307.72	£550.00	£550.00
Phone/Fax/B.Band	£420.37	£462.55	£217.42	£456.00	£500.00
Chairman's Allowance	£350.00	£350.00	£350.00	£350.00	£350.00
Members' Mileage	£0.00	£0.00	£0.00	£0.00	£100.00
Training	£420.00	£292.00	£86.30	£400.00	£400.00
Stationery /software	£282.20	£276.08	£133.40	£300.00	£300.00
Annual Audit	£925.00	£800.00	£600.00	£925.00	£925.00
Hire of Halls	£410.00	£282.00	£200.00	£500.00	£500.00
CALC Subs	£915.79	£955.61	£989.07	£989.07	£1,100.00
Soc. of Clerks Subs	£100.00	£116.50	£0.00	£140.00	£140.00
Photocopier shared Probus	£789.94	£904.44	£409.14	£750.00	£500.00
Neighbourhood Plan	£4,706.15	£324.88	£178.90	£600.00	£0.00
Insurance	£4,350.30	£4,378.78	£4,434.21	£4,600.00	£4,800.00
Sundry	£119.00	£715.65	£34.00	£34.00	£34.00
Handyman Supplies inc weedkiller & salt	£999.11	£678.31	£237.05	£800.00	£1,000.00
Information commissioner	£35.00	£35.00	£0.00	£35.00	£35.00
Post Office room hire					£1,300.00
Annual Assembly	£294.00	£213.00	£196.50	£199.00	£250.00
SUB-TOTAL ADMIN	£45,360.58	£41,962.75	£26,498.88	£43,670.55	£46,134.00
TOTAL RUNNING OUTGOINGS	£98,698.22	£80,253.98	£54,996.81	£101,133.33	£95,379.28
GPC Working Budget	£0.00	£3,462.00	£3,204.44	£5,000.00	£5,000.00
IQ Music Festival Sec 145	£600.00	£600.00	£600.00	£600.00	£600.00
GRANTS	£2,500.00	£3,500.00	£0.00	£3,000.00	£3,000.00
CONTINGENCY			£1,248.00	£7,000.00	£7,000.00
WW1 Project					£0.00
Parish Project Fund		£10,585.00			£3,000.00
TOTAL OUTGOINGS	£101,798.22	£98,400.98	£60,049.25	£116,733.33	£113,979.28
<i>Additional one-off expenditure</i>	<i>£146,776.00</i>		<i>£36,517.20</i>		
INCOME					
LMP/footpaths	£1,513.45	£1,513.45	£0.00	£1,513.45	£1,513.45
Agency Agreement	£3,909.76	£3,909.76	£0.00	£3,909.76	£3,909.76

Cemetery	£5,115.00	£7,165.00	£3,025.00	£5,000.00	£5,000.00
Allotment Rent	£587.50	£810.00	£726.50	£830.00	£830.00
IQ Recreation Ground	£0.00	£2.00	£0.00	£2.00	£2.00
Bank Interest	£12.42	£47.81	£319.57	£550.00	£0.00
CTS Grant	£6,418.86	£4,839.06	£4,104.28	£4,104.28	£3,000.00
Grants (General)	£0.00	£500.00	£500.00	£500.00	£500.00
TOTAL INCOME	£17,556.99	£18,787.08	£8,675.35	£16,409.49	£14,755.21
Diff outgoings/income	£84,241.23	£79,613.90	£51,373.90	£100,323.84	£99,224.07
Current precept	£84,602.23	£90,733.54		£91,659.07	

Band D Council Tax	£65.27	£68.07		£65.90	£71.02
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Tax base				1390.78	1397.04
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*Parish Project - The Leat