

**MINUTES** of the **FINANCE COMMITTEE MEETING** of the St. Ender Parish Council held on **Tuesday 12<sup>th</sup> November 2019** in the Summercourt Memorial Hall at 8.30pm

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**PRESENT:** Cllrs Bunyan, Hearl & Cole.

**APOLOGIES:** Cllrs Cocks & Kessell.

**SUBSTITUTE MEMBERS:** Cllrs Baker, Gregory, Parkyn, Wimberley & Dean.

**19/F23 Declarations of Interests & to issue Dispensations**

None

**19/F24 Minutes**

Proposal by Cllr Cole to approve the minutes of 8<sup>th</sup> October 2019, seconded Cllr Baker, unanimous.

It was **resolved** that the minutes of the Finance Committee meeting of 8<sup>th</sup> October 2019 be signed as a true and correct record.

**19/F25 Matters Arising**

None

**19/F26 To set precept for 2020-2021.** -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 Baker to **recommend** to Full Council a Precept of £102,289.07 is requested, seconded Cllr Hearl, unanimous.

The above was duly **resolved**.

**19/F27 To complete Quarter 2 Internal Control checks.**

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

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

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

Appendix 1

Items	Actual Spend 2017/18	Actual Spend 2018/19	Cost to 31/10/2019	Projected Year End 31.3.20	Prop Budget 2020/21
<b>OUTGOINGS</b>					
<b>INDIAN QUEENS CEMETERY</b>					
Maintenance (Caretaker)	£2,295.00	£4,151.25	£2,600.00	£4,500.00	£4,500.00
Water	£48.28	£57.47	£41.36	£70.00	£70.00
Council Tax/ Admin	£50.00	£0.00	£12.50	£400.00	£400.00
Headstone Inspections/Maint.	£857.50	£99.98	£0.00	£100.00	£200.00
Maintenance inc skip	£491.00	£603.16	£314.00	£900.00	£1,000.00
PWLB Repayment	£4,525.28	£4,525.28	£2,262.64	£4,525.28	£4,525.28
Extension grass cutting	£0.00	£0.00	£300.00	£0.00	£0.00
<b>SUB-TOTAL</b>	<b>£8,267.06</b>	<b>£9,437.14</b>	<b>£5,530.50</b>	<b>£10,495.28</b>	<b>£10,695.28</b>
<b>ST ENODER CEMETERY</b>					
Maintenance (Caretaker)	£2,295.00	£4,151.25	£2,520.00	£4,500.00	£4,500.00
Council Tax/Admin	£286.98	£322.94	£0.00	£400.00	£500.00
Headstone Inspections/Maint.	£857.50	£0.00	£0.00	£0.00	£200.00
Maintenance	£0.00	£0.00	£0.00	£200.00	£200.00
<b>SUB-TOTAL</b>	<b>£3,439.48</b>	<b>£4,474.19</b>	<b>£2,520.00</b>	<b>£5,100.00</b>	<b>£5,400.00</b>
<b>OLD ST ENODER CEM &amp; CHURCHYARD</b>					
Headstone Inspections/Maint.	£2,800.00	£0.00	£0.00	£2,000.00	£300.00
Caretaker	£1,599.96	£1,250.00	£1,415.00	£1,500.00	£1,500.00
Materials	£0.00	£120.00	£0.00	£0.00	£300.00
<b>SUB-TOTAL</b>	<b>£4,399.96</b>	<b>£1,370.00</b>	<b>£1,415.00</b>	<b>£3,500.00</b>	<b>£2,100.00</b>
<b>RECREATION GROUND</b>					
Water	£251.68	£385.65	£141.42	£420.00	£450.00
Electricity	£334.47	£196.03	£180.79	£350.00	£400.00
Maintenance (Changing /Youth/CCTV)	£1,973.24	£1,914.78	£518.42	£1,300.00	£1,600.00
Bin Lift	£748.88	£910.88	£576.18	£987.00	£1,100.00
Grass Cutting	£546.84	£375.00	£0.00	£750.00	£800.00
CCTV Maintenance Contract	£0.00	£0.00	£506.47	£506.47	£520.00
Youth Club Worker	£2,000.00	£3,925.00	£3,250.00	£6,500.00	£7,000.00
Play Inspections & Repairs	£638.00	£996.42	£774.52	£1,200.00	£1,200.00
<b>THOMAS PLAYING FIELD</b>					
Maintenance (Grass/General)	£546.84	£1,000.00	£25.95	£1,000.00	£1,000.00
Play Inspections, Repairs	£638.00	£808.70	£486.50	£1,000.00	£1,000.00
ROSPA Inspections	£227.50	£227.50	£252.50	£252.50	£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	£448.50	£287.50	£552.00	£600.00
Indian Queens Pit Footpath	£0.00	£0.00	£0.00	£0.00	£0.00
Allotments	£0.00	£100.00	£0.00	£100.00	£100.00
Footpaths	£1,960.00	£1,700.00	£67.50	£1,800.00	£1,800.00

Open Spaces	£1,495.00	£1,550.00	£750.00	£1,750.00	£1,800.00
Agency Agreement	£7,000.00	£7,150.00	£6,000.00	£7,000.00	£7,000.00
Public Seats (clean/Paint/new)	£151.62	£36.24	£0.00	£100.00	£200.00
Defibrillator	£630.00	£1,140.00	£640.00	£640.00	£700.00
Noticeboards	£24.00	£0.00	£0.00	£0.00	£0.00
Bins	£299.95	£0.00	£0.00	£500.00	£500.00
Plants	£358.71	£362.62	£63.91	£400.00	£400.00
Recreation Ground Lane	£0.00	£0.00	£0.00	£0.00	£200.00
Kelliers	£160.00	£0.00	£0.00	£0.00	£0.00
<b>SUB-TOTAL</b>	<b>£22,184.73</b>	<b>£25,427.32</b>	<b>£16,721.66</b>	<b>£29,307.97</b>	<b>£30,870.00</b>
<b>TOTAL PAGE 1</b>	<b>£38,291.23</b>	<b>£40,708.65</b>	<b>£26,187.16</b>	<b>£48,403.25</b>	<b>£49,065.28</b>
<b>ADMINISTRATION</b>					
Clerk Salary ( & expenses)	£21,502.93	£22,348.93	£13,545.00	£23,000.00	£24,500.00
Handyman Salary(& expenses)	£6,558.73	£6,676.48	£4,442.38	£8,500.00	£9,500.00
National Insurance	£1,769.72	£1,882.10	£1,183.02	£2,000.00	£2,200.00
Pension Contribution	£777.27	£864.04	£498.05	£850.00	£950.00
Website	£34.50	£0.00	£0.00	£200.00	£200.00
Postage	£534.80	£510.21	£284.73	£550.00	£550.00
Phone/Fax/B.Band	£462.55	£380.50	£234.22	£460.00	£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	£292.00	£101.30	£0.00	£400.00	£400.00
Stationery /software	£276.08	£289.23	£52.93	£300.00	£300.00
Annual Audit	£800.00	£600.00	£950.00	£950.00	£1,000.00
Hire of Halls	£282.00	£382.00	£162.00	£500.00	£500.00
CALC Subs	£955.61	£989.07	£1,107.77	£1,107.77	£1,200.00
Soc. of Clerks Subs	£116.50	£155.00	£0.00	£160.00	£160.00
Photocopier shared Probus	£904.44	£730.37	£568.41	£750.00	£750.00
Neighbourhood Plan	£324.88	£0.00	£0.00	£0.00	£0.00
Insurance	£4,378.78	£4,533.76	£4,781.41	£4,781.41	£5,000.00
Sundry	£715.65	£34.00	£0.00	£34.00	£34.00
Handyman Supplies inc weedkiller & salt	£678.31	£430.93	£480.39	£800.00	£1,000.00
Information commissioner	£35.00	£35.00	£0.00	£35.00	£35.00
Post Office room hire	£0.00	£1,248.00	£1,248.00	£1,248.00	£1,300.00
Annual Assembly	£213.00	£196.50	£188.58	£188.58	£250.00
<b>SUB-TOTAL ADMIN</b>	<b>£41,962.75</b>	<b>£42,737.42</b>	<b>£30,076.89</b>	<b>£47,164.76</b>	<b>£50,779.00</b>
<b><u>TOTAL RUNNING OUTGOINGS</u></b>	<b>£80,253.98</b>	<b>£83,446.07</b>	<b>£56,264.05</b>	<b>£95,568.01</b>	<b>£99,844.28</b>
<b>GPC Working Budget</b>	£3,462.00	£3,491.31	£1,386.79	£5,000.00	£5,000.00
<b>IQ Music Festival Sec 145</b>	£600.00	£600.00	£100.00	£600.00	£600.00
<b>GRANTS</b>	£3,500.00	£2,707.00	£850.00	£3,000.00	£3,000.00
<b>CONTINGENCY</b>			£304.30	£7,000.00	£5,000.00
<b>WW2 Project</b>				£0.00	£1,000.00
<b>Parish Project Fund</b>	£10,585.00			£0.00	£3,000.00
<b><u>TOTAL OUTGOINGS</u></b>	<b>£98,400.98</b>	<b>£90,244.38</b>	<b>£58,905.14</b>	<b>£111,168.01</b>	<b>£117,444.28</b>

**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	£7,165.00	£3,025.00	£4,180.00	£6,000.00	£5,500.00
Allotment Rent	£810.00	£715.50	£759.00	£830.00	£830.00
IQ Recreation Ground	£2.00	£0.00	£0.00	£2.00	£2.00
Bank Interest	£47.81	£319.57	£195.77	£400.00	£400.00
CTS Grant	£4,839.06	£4,104.28	£3,623.20	£3,623.20	£2,500.00
Grants (General)	£500.00	£500.00	£500.00	£500.00	£500.00
<b><u>TOTAL INCOME</u></b>	<b>£18,787.08</b>	<b>£14,087.56</b>	<b>£9,257.97</b>	<b>£16,778.41</b>	<b>£15,155.21</b>
Diff outgoings/income	<b>£79,613.90</b>	<b>£76,156.82</b>	<b>£49,647.17</b>	<b>£94,389.60</b>	<b>£102,289.07</b>
Current precept	£90,733.54	£91,659.07		£99,224.07	
Band D Council Tax	£68.07	£65.90		£71.02	£73.21
Tax base				1397.04	TBC