

COUNCIL MEETING – 13 JANUARY 2015

REPORT OF FINANCE COMMITTEE

Notes of meeting of Finance Committee held on 11 December 2014

Present: Councillors S Bullen-Jarvis, J Goodwin and J Reilly

1. APPOINTMENT OF CHAIRMAN

Councillor J Goodwin was appointed Chairman of the Committee for the remainder of the year 2014/15.

2. 2014 – 2016 NATIONAL SALARY AWARD

Members received details of this award for local government employees. The settlement covered a period of two years from 1 January 2015 and represented a 2.2% salary increase. An additional non-consolidated payment of £100 was also payable in December 2014.

RECOMMENDED that the salary award be adopted.

3. PARISH COUNCIL ESTIMATES 2015/16

The Committee considered a report of the Clerk and draft estimates for the financial year 2015/16.

Members proposed the following change to the draft estimates:

Lengthsman scheme: A payment of £150 to be made to the Clerk in respect of this scheme, to be met from the £400 administration fee received from HCC.

Other points of note were:

- The NFDC council tax grant would reduce by 25% from £465 to £310
- Further contributions to Special Funds were proposed as follows:
 - Maintenance Fund £500
 - Elections £925 (to meet the full cost of the 2015 elections estimated at £2200)
 - New equipment £250
 - Play area £500

Taking account of the budget as a whole, members felt that the precept could again be held at £14,700 for next year.

Adoption of the amended draft budget would produce a projected year-end balance at 31 March 2016 of £14,812, made up as follows

General Fund	£7497		
Special Funds	£7315	(Maintenance	£3500
		(Clerk's Gratuity	£0*
		(Elections	£0**
		(Red telephone boxes	£1000
		(New equipment	£1000
		(Chairman's project	£815
		(Play area	£1000)

*The available gratuity of £1390 will be paid to the Clerk if he retires during 2015

**The elections fund will be fully expended if contested elections are held in 2015

Retention of the precept at £14,700 would result in a marginal increase in the parish council tax because of the lower tax base (provisionally £1191.90). Band D Council Tax for Copythorne residents would increase from £12.30 to £12.33.

A copy of the amended draft estimates is attached.

Members also discussed the need for a new printer, funds for which were available in the New Equipment Fund. The Committee therefore recommends that the Clerk investigate the purchase of a new A4 colour laser printer, to be purchased in the current financial year.

RECOMMENDED:

- (1) That the precept for 2015/16 be set at £14,700
- (2) That the proposals detailed above and the amended draft estimates be approved

4. REVIEW OF FINANCIAL REGULATIONS

Members reviewed the current version of the Council's Financial Regulations and agreed that no changes were necessary at this time. A new model version of Financial Regulations had been published which could be considered at a future date.

RECOMMENDED that Council's Financial Regulations continue unaltered.

COPYTHORNE PARISH COUNCIL

DRAFT ESTIMATES 2015/16 (incorporating amendment recommended by the Finance Committee)

Item		2013/14	2014/15		2015/16
		Actual Outturn	Original Estimate	Expected Outturn	Draft Provision
EXPENDITURE					
Clerk's salary		6832	7100	7239	7203
Lengthsman administration (payment to Clerk)		0	0	150	0
Employer NI		0	0	0	0
Clerk's room allowance		300	310	310	320
Mileage		441	425	450	460
Postage		232	400	400	415
Telephone		368	350	350	360
Printing/photocopying		213	360	300	350
Stationery		107	115	115	120
Publications		16	16	16	20
Meeting room hire		245	280	260	270
Chairman's Expenses		0	0	0	375
Insurance		310	325	326	335
Audit fees		210	220	220	225
Equipment		10	85	85	90
Training		30	90	90	95
Splitwind Pond maintenance		204	500	300	350
Data Protection Act fee		35	35	35	35
HALC Membership fee		529	545	543	558
CPRE Membership fee		29	30	30	30
Stanleys Own Magazine (Parish Council notes)		100	125	75	80
Remembrance Day wreath		30	30	30	30
Anti-virus subscription		30	40	40	40
Annual Parish Meeting		7	20	0	20
Grants		650	600	400	600
Highway seats & red telephone boxes - maintenance		0	250	250	250
Notice boards		0	100	100	100
Web site		375	400	360	375
Internet connection, Village Hall		424	455	425	400
GIS Partnership		50	100	100	105
<i>Projects etc</i>					
Highway safety signs		783	100	100	0
Lengthsman scheme		0	2000	1000	2000
Red tel boxes - information panels		0	300	300	0
First Responder & First Aid training		0	150	150	0
D/Cllr grants (basketball)		400	0	0	0
VAT		271	300	300	300
Elections		0	0	0	2800
Special Funds:					
Maintenance Fund		500	500	500	500
Clerk's Gratuity		0	0	0	0
Elections		625	625	625	925
New equipment		250	250	250	250
Chairman's project		0	365	365	0
Play area		0	500	500	500
<i>Total Expenditure</i>		14606	18396	17089	20886
INCOME					
Precept		14700	14700	14700	14700
Bank interest		14	15	20	20
VAT refunds		276	300	300	300
Bank charge refunds		0	0	0	0
District Councillor Grants		500	0	0	0
County Councillor Grants		0	0	0	0
Red telephone boxes (Special Fund)		0	0	0	0
Lengthsman scheme grant		0	1000	1000	1000
Special Fund provisions retained		1375	2240	2240	2175
NFDC council tax grant		626	465	465	310
<i>Total Income</i>		17491	18720	18725	18505
NOTES:					

	2013/14	2014/15		2015/16
SUMMARY	Actual Outturn	Original Estimate	Expected Outturn	Draft Provision
Balance brought forward	12672	15557	15557	17193
Total INCOME	17491	18720	18725	18505
	30163	34277	34282	35698
Total EXPENDITURE	14606	18396	17089	20886
Balance carried forward	15557	15881	17193	14812
Estimated balances at 31/3/16				
	Gen Fund	7497	Special Funds	7315

MEMORANDUM: SPECIAL FUNDS

	To 2013/14	2014/15 Contributions	2014/15 Spend	2015/16 Contributions	2015/16 Spend	Total
Maintenance Fund	2500	500	0	500	0	3500
Clerk's gratuity	1390	0	0	0	1390	0
Elections	1250	625	0	925	2800	0
Red telephone boxes	1000	0	0	0	0	1000
New equipment	500	250	0	250	0	1000
Chairman's project	950	365	500	0	0	815
Play area	0	500	0	500	0	1000

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