

CHARFIELD PARISH COUNCIL

Minutes of the Annual Budget Meeting of the Parish Council held on Tuesday 4th January 2017 commencing at 7.30pm in the Sportsman's Lounge, Memorial Hall, Charfield

PRESENT

Parish Councillors: Mike Cheskin (Vice Chairman), Naomi Newns, Judy Law and Vanessa Roberts

Clerk: Mrs. Paula Evans

Public: 0 members of the public were present.

10898/17 To note Apologies for Absence and Acceptance of Reasons

Apologies were received and accepted from Cllrs. Rosher and Rawlings.

10899/17 Declaration of Interest in items on Agenda

Cllr. Cheskin declared a non-pecuniary interest in agenda item 11.

10900/17 Public Participation

No members of the public were present.

10901/17 To receive Up to Date Receipts & Payments Accounts – as at 1st January 2017

The Clerk presented the up to date Receipts & Payments Accounts as at 1st January 2017.

10902/17 To review Financial Regulations and Standing Orders

Standing Orders – The Clerk confirmed that the Parish Council's Standing Orders had been reviewed in January 2016 and since that date there had been no significant or statutory alterations. It was therefore **proposed** by Cllr. Roberts and **seconded** by Cllr. Cheskin that the Standing Orders remain in place. **All Agreed.**

Financial Regulations – The Clerk confirmed that the Parish Council's Financial Regulations had been reviewed in May 2016 and since that date there had been no significant or statutory alterations. It was therefore **proposed** by Cllr. Cheskin and **seconded** by Cllr. Roberts that the Financial Regulations remain in place. **All Agreed.**

10903/17 To appoint an Independent Internal Auditor for 2017

The Clerk had made some enquiries regarding the services of an alternative Independent Internal Auditor (IIA). There is no requirement under the current Audit & Accountability Act for the IIA to be a qualified accountant. It appeared that other Parish Councils use the services of adjoining Parish Clerks and South Gloucestershire Council. **It was agreed** to defer this item whilst the Clerk made further enquiries.

Clerk

10904/17 To note that no capping of T&PC Precepts for forthcoming year

The Clerk reported that once again there was no 'cap' upon T&PC's when setting their Precept. However, T&PC's were asked to demonstrate restraint and behave prudently when setting their 2017/18 Precept figure.

10905/17 To note information from SGC regarding Council Tax Support Grant

The Clerk reported that South Gloucestershire Council had announced their provisional figure for 2017/18. For Charfield Parish this figure was £749 being a reduction of £320 on 2016/17. This amount would be paid in two equal instalments combined with the Precept.

10906/17 To approve Burial Ground Budget Required for 2017/18

It was reported that the Burial Ground had kept within its budget for 2016/17. The only extraordinary work anticipated was that to the adjoining wall with the church to facilitate a walk-through to access the water supply. Also, some additional rose bushes could be purchased. Following discussion, it was **proposed** by Cllr. Cheskin and **seconded** by Cllr. Robert to reduce the budget figure to £750 for 2017/18. **All Agreed.**

10907/17 To review/approve Burial Ground Fees for 2017/18

It was reported that the Burial Ground Fees for Charfield continue to be in line with other burial Grounds. It was therefore **proposed** by Cllr. News and **seconded** by Cllr. Law that the fees remain at the same level for the forthcoming year. **All Agreed.**

10908/17 To agree financial support for the Memorial Hall 2017/18

The Clerk read out an email received from the Memorial Hall Committee requesting the continuation of the Parish Council's financial support at £6,000. As confirmed during the course of the year, the financial support provided by the Parish Council could be used to support the recruitment of a paid Hall Manager (Miscellaneous Provisions Act). It was therefore **proposed** by Cllr. Law and **seconded** by Cllr. News that the Parish Council again grants £6,000 to the Memorial Hall Committee for 2017/18. **All Agreed.** This amount will be paid in two equal instalments in May and November.

10909/17 To discuss status of Youth Group/agree financial support for Group 2017/18

As reported at the December meeting of the Parish Council, the Youth Group had been successful in their recent Positive Activity Grant application and been awarded £7,000 payable in two equal instalments in 2017/18 and 2018/19. However, it was acknowledged that the low number of Charfield youths attending the Group still give cause for concern. It was therefore **proposed** by Cllr. Roberts and **seconded** by Cllr. Cheskin that the Parish Council would budget £5,000 for 2017/18. **All Agreed.**

10910/17 To note contract from SGC for Streetcare Services (including grass cutting and dog bins

The Clerk reported that the Localism Contract for SGC to provide grass cutting and dog bin collection services had not been received. It would therefore be prudent to assume 2016/17 costs plus a slight increase.

10911/17 To approve Grant Applications for 2017/18

Following review and discussion, it was **proposed** by Cllr. Cheskin and **seconded** by Cllr. Roberts that the following grants be made:-

CUGUC - £1,500 towards ongoing projects throughout the village.
Charfield Memory Group - £500 to cover the hire of the Memorial Hall for the year.
Friends of Charfield Primary School - £500 towards developing outdoor classroom.
Village Fete - £300 towards the cost of the petting zoo.
CADS - £100 towards ongoing production costs.

This made a total of £2,900 being granted for 2017/18.

The Parish Council noted an application made by a new group – Friends of St. James, Churchend. The aim of this group is to restore the churchyard and conserve a number of listed tombs. The Parish Council felt this project was an extremely good idea and commended the Group for their intentions. However, the Parish Council wished to see a business case including formal banking arrangements before they could consider a donation. The Clerk was asked to convey this to the group and invite a further application at some point in the future.

Clerk

10912/17 To approve Budget and set Precept for 2017/18

The Parish Councillors reviewed the proposed Budget spreadsheet line by line. A number of efficiencies were highlighted and alterations made accordingly. It was **proposed** by Cllr. Law and **seconded** by Cllr. Cheskin that the Precept request for 2017/18 remains at £55,700. **All Agreed.** This figure would be commended to the full Parish Council meeting on 10th January 2017 for approval.

Following further discussion, it was **proposed** by Cllr. Cheskin and **seconded** by Cllr. Roberts to transfer sufficient funds from Business Reserve Account (2) to Business Reserve Account (1) in order to maintain a balance of £22,500 and refer to this account at the 'Earmarked Reserve'

Account. **All Agreed.**

10913/17 Minor Items Raised by Members for future Agenda

Nothing reported.

*This concluded the business of the meeting which closed at approximately 8.55pm.
Next meeting of full council is Tuesday 10th January 2017 at 7:30pm.*

Chairman

10th January 2017