

CHARFIELD PARISH COUNCIL

Minutes of the Annual Budget Meeting of the Parish Council held on Wednesday 8th January 2020 commencing at 7.30pm in the Memorial Hall (small meeting room), Charfield

PRESENT

Parish Councillors: Mr. M. Rosher, Mrs. J. Ashe, Mrs. W. Glasgow, Mrs. J. Law, Mrs. N. Newns, Mr. M. Cheskin, Mr. V. Sydenham

Clerk: Mrs. Paula Evans

Public: One member of the public was present.

11682/20 To note Apologies for Absence and Acceptance of Reasons

Apologies were received, noted and accepted from Cllr. Threlfall and Cllr. Parker.

11683/20 To receive Declarations of Interest in Items on the Agenda

Cllr. Glasgow declared a personal interest in agenda item 12, specifically relating to Charfield Luncheon Club and would take no part in discussions.

11684/20 Public Participation

The member of public present provided some background information relating to the Charfield Luncheon Club grant application.

11685/20 To receive Up-to-Date Receipts & Payments Account – as at 1st January 2020

The Clerk presented an up-to-date Receipts & Payments Account, as at 1st January 2020 detailing the following bank balances:-

| | | |
|----------------------|--------------------|--|
| Current Account | £ 500.00 | (Statement No. 425 dated 31 st December 2019) |
| Business Reserve (1) | £ 14,398.76 | (Statement No. 215 dated 3 rd January 2020) |
| Business Reserve (2) | £141,143.39 | (Statement No. 320 dated 31 st December 2019) |
| Total Balance | £156,042.15 | |

As at 31st December 2019 total income amounted to £77,835 which included £13,803 of Community Infrastructure Levy. Total expenditure amounted to £43,152.

11686/20 To review Financial Regulations & Standing Orders

The updated Financial Regulations and Standing Orders would be presented to Parish Councillors for adoption at the February 2020 meeting.

Clerk

11687/20 To review and approve the Financial Risk Assessment

Cllr. Law proposed, Cllr. Ashe seconded and it was **RESOLVED** to approve the Financial Risk Assessment for 2019-2020 as presented by the Clerk. **All Agreed.** The Chairman signed the Assessment.

11688/20 To appoint an Independent Internal Auditor for 2019/20 Accounts

Cllr. Ashe proposed, Cllr. Cheskin seconded and it was **RESOLVED** to appoint Mrs. N. Morton as the Independent Internal Auditor for the year end accounts 2019/20. **All Agreed.**

11689/20 To approve the Burial Ground Budget Required for 2020-2021

Cllr. Rosher proposed, Cllr. Cheskin seconded and it was **RESOLVED** to set the budget for the Burial Ground at £2,000 for 2020-2021. **All Agreed.** For 2021-2022 it was agreed that this specific agenda item was no longer required – discussions on the Burial Ground budget would be incorporated into general discussions on budget figures.

11690/20 To review/approve Burial Ground Fees for 2020-2021

Cllr. Rosher proposed, Cllr. Sydenham seconded and it was **RESOLVED** to maintain the Burial Ground Fees for 2020-2021 at the same level. **All Agreed.**

Cllr. Roshier proposed, Cllr. Newns seconded and it was **RESOLVED** to increase the age range of a child interment to 18 years. **All Agreed.**

The Clerk advised Parish Councillors about the Governments Children's Funeral Fund for England (CFF) which came into force on 23rd July 2019. The CFF was a fund to cover the cremation/burial costs for all children under the age of 18 regardless of their parents' financial status. Cllr. Roshier proposed, Cllr. Cheskin seconded and it was **RESOLVED** that should the occasion occur, then Charfield Parish Council would waive the purchase cost of a burial plot for the interment of a child under the age of 18 years; and it would be at the discretion of the Parish Council as to whether an application to the CFF was made. **All Agreed.**

11691/20 To agree financial support for the Memorial Hall 2020-2021

Cllr. Roshier proposed, Cllr. Cheskin seconded and it was **RESOLVED** to financially support the Memorial Hall for 2020-2021 to the tune of £8,000 (Miscellaneous Provisions Act 1976 S.19). This would be paid in two tranches – May and October, this being in line with the Parish Council's receipt of the Precept. **All Agreed.** The Hall Management Committee would be invited to the 2020 Annual Parish Meeting to give details on how the Parish Council's annual donation to the Hall was being spent.

11692/20 To agree financial support for Youth Group 2020-2021

Cllr. Cheskin proposed, Cllr. Sydenham seconded and it was **RESOLVED** to financially support the Youth Group for 2020-2021 to the tune of £13,000 – this being a slight increase of £700 on the previous year. **All Agreed.**

11693/20 To approve Grant Applications for 2020-2021

Cllr. Roshier proposed, Cllr. Sydenham seconded and it was **RESOLVED** to approve grant applications from the following organisations for the following amounts using the Local Government Act 1972 S.137. **All Agreed.** The Clerk would advise all recipient organisations the grants would be paid in May 2020.

| | |
|-------------------------------------|---|
| Dementia Connections | £ 650.00 |
| Charfield Junior Football Club | £ 500.00 |
| Friends of Charfield Primary School | £ 700.00 |
| Charfield Out of School Club | £ 500.00 |
| Charfield Pre-School | £1,500.00 |
| Charfield Luncheon Club | £1,000.00 – Provisional, receipt of bank statement req. |
| Friends of St. James Church | £1,500.00 |
| MS Therapy Centre | £ 500.00 |
| Charfield AFC | <u>£ 300.00</u> |
| TOTAL | <u>£7,150.00</u> |

11694/20 To approve Budget and set Precept for 2020-2021

The Clerk presented draft budget figures for 2020-2021 and estimated earmarked reserve calculations which were discussed in detail and adjusted in light of the above resolutions. Cllr. Roshier proposed, Cllr. Sydenham seconded and it was **RESOLVED** to adopt the budget and reserves figures as discussed. **All Agreed.** A copy of the agreed budget and earmarked reserves is appended to these minutes.

Cllr. Newns proposed, Cllr. Glasgow seconded and it was **RESOLVED** to propose a Precept for 2020-2021 of £62,000. **All Agreed.** This proposal would be formally adopted at the Full Ordinary Parish Council meeting on 14th January 2020.

11695/20 Minor Items Raised by Members for future Agenda.

Cllr. Sydenham suggested the setting up of a Staffing Committee. This would be placed on the 14th January 2020 Agenda for discussion.

This concluded the business of the meeting which closed at approximately 9.15pm.

Next meeting of full Parish Council is Tuesday 14th January 2020 at 7:30pm, Main Hall, Memorial Hall.

Chairman

14th January 2020

DRAFT

Charfield Parish Council: Receipts & Payments Forecast 2019/20 and 2020/21 Budget

| Description | Budget for Year 2019/2020 | Income/Expenditure as at 31/12/19 | Budget Remaining to 31/03/20 | PROPOSED Budget for Year 2020/21 | Advisory Notes |
|-------------------------------------|---------------------------|-----------------------------------|------------------------------|----------------------------------|--|
| Receipts | | | | | |
| Precept | 62,000 | 62,000 | 0 | 62,000 | To be agreed by Full Parish Council |
| Interest | 100 | 96 | 4 | 100 | Unchanged |
| Rent - The Pound | 35 | 0 | 35 | 35 | Unchanged |
| Burial Fees | 1,100 | 1,000 | 100 | 1,000 | Estimated/Anticipated |
| Community Infrastructure Levy (CIL) | 0 | 13,803 | 0 | 0 | Unknown at time of 2020-21 Budget preparation |
| Total | 63,235 | 76,899 | 139 | 63,135 | |
| Payments | | | | | |
| Administration | 1,000 | 652 | 348 | 1,000 | |
| Audit Fee/Accountancy | 500 | 420 | 80 | 500 | |
| Burial Ground | 2,000 | 1,286 | 714 | 2,000 | Minute 11689/20 refers |
| Chairman's Expenses | 200 | 0 | 200 | 200 | |
| Clerk's Salary/PAYE | 16,000 | 9,013 | 6,987 | 16,500 | |
| Community Infrastructure Levy (CIL) | 13,803 | 6,500 | 7,303 | 0 | Unknown at time of 2020-21 Budget preparation |
| Courses/Subscriptions | 700 | 312 | 388 | 700 | Keep at same level |
| Dog Waste Bins | 800 | 371 | 429 | 2,500 | Increase to accommodate extra provision of bins |
| Election Expenses | 2,500 | 0 | 2,500 | 5,000 | Should be budgeted for - 'just in case' scenario |
| Grants/Donations (s.137) | 6,000 | 4,613 | 1,387 | 7,950 | Minute 11693/20 refers |
| Insurance Premium | 1,500 | 695 | 805 | 750 | Assuming an inflation increase + extra dog bins |
| Memorial Hall | 6,000 | 6,000 | 0 | 8,000 | Minute 11691/20 refers |
| Neighbourhood Plan | 1,000 | 173 | 827 | 0 | Use Reserves/CIL |
| New Play Equipment | 5,000 | 0 | 5,000 | 0 | Use Reserves |
| Office Equipment | 400 | 228 | 172 | 500 | New printer may be required. |
| Open Spaces (PC Contractor) | 3,900 | 2,344 | 1,556 | 1,000 | |
| Open Spaces (South Glos) | 1,600 | 1,152 | 448 | 1,800 | Assuming inflation increase in SGC costs |
| Other Items | 3,000 | 727 | 2,273 | 2,000 | |
| Playing Field Expenses | 2,000 | 0 | 2,000 | 0 | |
| Professional/Legal Fees | 5,000 | 0 | 5,000 | 0 | See Earmarked Reserves |
| Repairs & Renewals Contingency | 500 | 0 | 500 | 500 | |
| Room Hire | 700 | 263 | 437 | 700 | |
| Stationery | 400 | 135 | 265 | 500 | |
| Telephone/Post | 300 | 36 | 264 | 150 | |
| Travel Expenses | 500 | 0 | 500 | 250 | |
| Youth Group | 12,300 | 7,733 | 4,567 | 13,000 | Minute 11692/20 refers |
| Total | 87,603 | 42,652 | 44,951 | 65,500 | |
| Earmarked Reserves | | | | | |
| | Prev Yrs | | 2019-20 | 2020-21 | Comments |
| Burial Ground | 7,850 | 0 | 7,850 | 12,000 | Acrued for Oak Structure |
| Community Infrastructure Levy (CIL) | 16,957 | 0 | 16,957 | 24,260 | Must be spent within 5 years of receipt |
| Election Expenses | 2,750 | 0 | 2,750 | 0 | Spent 2019/20 together with 19/20 Budget Amount |
| War Memorial | 0 | | 0 | 7,000 | For cleaning and re-lettering |
| Play Equipment | 12,500 | 0 | 12,500 | 17,500 | Acrued when responsible for Play Area |
| Legal Fees | 0 | 0 | | 5,000 | Unspent from 2019/20 |
| | 40,057 | 0 | 40,057 | 65,760 | |