

Minutes of the Deeping St James Parish Council **Finance and General Purposes Committee** held on **Thursday 13 October 2011 at 8.15 pm** in the **Meeting Room** at The Institute.

Present:- Councillor Wallis as Chair, presided over Councillors Barber, Baxter, Blessett, Gilbert, Pelling, Shinkins and Stevens (arrived @ 8.20).

23.12 To receive apologies for absence.

There were none

24.12 To receive declarations of interest, if any.

There were none

25.12 To adopt the Minutes of the previous meeting held on 21 July 2011 (enclosed)

It was proposed, seconded and agreed to adopt the minutes.

26.12 To receive a report on progress in relation to matters arising not dealt with elsewhere on the agenda.

The Clerk reported that it was not possible for the Parish Council to purchase Premium Bonds. It was also reported that the legislation which may provide for precept and budget capping of Parish Councils was still going through Parliament. Any effect on the Parish Council would not be known until November at the earliest which might then require the Council to review any budget that has been set.

27.12 To receive a report on estimated outturn figures of the Council's Budget for 2011/12

The Clerk explained the estimated outturn figures and it was noted that, after taking account of a contingency of £8,000, it was expected that the Council's balances at 31/3/2012 would be approx £44,500 (of which 30,000 is money held in reserves). If the contingency is not needed then this could be available to help reduce expenditure in future years and / or contribute to other Council projects.

28.12 To receive the recommendations made by Committees along with other budget estimates for 2012/13 and make a recommendation for consideration at Council on 27 October 2011 to set the Council's precept on 25 November 2011 (details enclosed)

The Clerk explained that an additional sum of £160.00 needed to be added to the figures originally provided for Cemetery Maintenance now that the contractor's figures had been received. This increased the overall budget to £110,095.00 which the Clerk went through in detail with all those present. This included making a contribution from balances to reserves of £6,000 to cover election costs reducing the need to make a budget provision for this each year and therefore reducing future precept requirements. After using £3,891.00 of the Council's balances to reduce the amount required and after allowing for estimated Income the amount required for the Council Tax precept is £97,549.00. This is an increase of £8,405 from the current year or 9.4%. This will increase the Council Tax for a Band D property by approx £3.29 to approx £39.83 – an increase of approx. 9%.

The Clerk advised that there is no provision in the budget to contribute to the Community Payback Team coming into the village.

It was unanimously agreed to recommend the Council's Budget for 2012/13 to be as shown on the enclosed details and that the precept should be £97,549.00. This will be decided by Full Council at the appropriate time in November or December.

The Clerk advised that the actual increase in the amount payable may differ once the Band D equivalent figure is received from South Kesteven during October. Additionally there may be a need to revisit this issue once the proposed capping legislation comes into force.

29.12 To decide the date of the next meeting.

If required, this was provisionally set as 17 November 2011

BUDGET ESTIMATES 2012/13

ESTIMATED PRECEPT REQUIREMENT 2012/13	
Estimated Opening Balance at 01.04.12	44,555.00
Less Reserves Brought Forward	30,000.00
Less Contribution To Election Reserves	6,000.00
Less Earmarked 2011/12 Income (In Bloom)	664.00
Less Working Balance/Contingency	4,000.00
Balance B / Fwd available for 2012/13 budget	3,891.00
Add: Estimated Total Income 2012/13	9,655.00
Less In Bloom Additional Fundraising	1,000.00
Total Income and Balances for 2012/13	12,546.00
Estimated Gross Expenditure 2012/13	110,095.00
Precept required (Expenditure less Income)	97,549

PRECEPT HISTORY	Amount	Difference	% Change	Band 'D' charge p.a.	Difference	% Change	Band D Equivalents
1999/00	25,000			£11.61	£4.41	61.2%	2269.3
2000/01	33,000	8,000	32.0%	£15.30	£3.69	31.8%	2267.2
2001/02	42,000	9,000	27.3%	£24.84	£9.54	62.4%	2287.6
2002/03	64,040	22,040	52.5%	£28.71	£3.87	15.6%	2293.5
2003/04	65,980	1,940	3.0%	£29.52	£0.81	2.8%	2295.9
2004/05	67,790	1,810	2.7%	£26.10	-£3.42	-11.6%	2307.1
2005/06	60,216	-7,574	-11.2%	£28.71	£2.61	10.0%	2309.5
2006/07	66,462	6,246	10.4%	£34.33	£5.62	19.6%	2303.2
2007/08	79,310	12,848	19.3%	£38.25	£3.92	11.4%	2358.1
2008/09	90,352	11,042	13.9%	£35.53	-£2.72	-7.1%	2382.1
2009/10	85,198	-5,154	-5.7%	£37.17	£1.64	4.6%	2394.7
2010/11	89,144	3,946	4.6%	£36.54	-£0.63	-1.7%	2436.9
2011/12	89,144	0	0.0%				
2012/13 Estimated	97,549	8,405	9.4%	£39.83	£3.29	9.0%	2449.1

Band D Equivalents (2012/13 estimated figure) = 2,449.08

BUDGET/PRECEPT ESTIMATES 2012/13

ESTIMATED INCOME

2010/11	2011/12		<u>ITEM TO BUDGET FOR</u>	2012/13	2012/13	2013/14
<u>Actuals @ 31/03/2011</u>	<u>Est Outturn</u>	<u>Budget</u>		<u>Budget</u>	<u>Budget</u>	<u>Budget</u>
89,144.00	89,144.00	89,144.00	1) Precept instalments	0.00		
1,157.12	1,100.00	1,100.00	2) Parish Paths	1,155.00	1,166.55	1,178.22
12.28	66.00	12.00	3) Bank Interest	150.00	151.50	153.02
1,630.00	1,635.00	1,610.00	4) Allotment Fees	1,955.00	1,974.55	1,994.30
132.00	0.00	0.00	5) Advertising - Meetings	0.00	0.00	0.00
1,524.90	1,200.00	1,200.00	6) Community Cleaning	1,260.00	1,272.60	1,285.33
4,400.00	3,410.00	2,500.00	8) Burial Fees	3,300.00	3,333.00	3,366.33
1,270.00	900.00	500.00	9) Memorial Fees	825.00	833.25	841.58
0.00	10.00	10.00	10) Cemetery - Misc	10.00	10.10	10.20
213.49	72.00	0.00	11) Misc (recovered admin costs)	0.00	0.00	0.00
0.00	42.00	0.00	12) Highways	0.00	0.00	0.00
0.00	0.00	0.00	14) Insurance Claims	0.00	0.00	0.00
1,698.22	1,012.00	0.00	17) In Bloom Fundraising (This Year)	500.00	505.00	510.05
633.00	0.00	0.00	18) Sense / Age Concern Allotment	0.00	0.00	0.00
1,237.98	664.00	0.00	19) In Bloom Fundraising (Next Year)	500.00	505.00	510.05
401.61	185.00	0.00	20) LCC WildLife Grant	0.00	0.00	0.00
14,310.60	10,296.00	6,932.00	TOTAL (exc Precept)	9,655.00	9,751.55	9,849.07
103,454.60	99,440.00	96,076.00	TOTAL (Inc Precept)	9,655.00	9,751.55	9,849.07

Estimated EXPENDITURE 2012/13

2010/11 As at @ 31/03/11	2011/12 Estimated Outturn	2011/12 Budget	2011/12 + or - to Budget	ITEM TO BUDGET FOR	2012/13 Estimate	2012/13 Estimate	2013/14 Estimate
				WAGES, PAYE, NI, PENSIONS, EXPENSES (B)			
7,462.58	5,320.00	6,100.00	-780.00	1) Admin - Salary Maintenance Worker	5,300.00	5,565.00	5,843.25
14,025.26	14,266.00	13,850.00	416.00	2) Admin - Salary (Clerk)	15,100.00	15,855.00	16,647.75
6,252.15	5,515.00	5,000.00	515.00	3) Admin - Employers/ees N.I.C.&Paye(Clerk, Ast & M Wkr)	5,500.00	5,775.00	6,063.75
1,678.13	6,966.00	6,950.00	16.00	4) Admin - Superannuation Employers/ees	8,150.00	8,557.50	8,985.38
176.04	171.00	250.00	-79.00	5) Admin - Clerk's expenses	200.00	210.00	220.50
828.86	752.00	630.00	122.00	6) Admin - Maintenance Worker's expenses	750.00	787.50	826.88
2,828.57	4,182.00	4,305.00	-123.00	8) Admin - Salary Asst to the Clerk	4,550.00	4,777.50	5,016.38
102.00	480.00	500.00	-20.00	9) Training	400.00	420.00	441.00
0.00	100.00	500.00	-400.00	10) Extra Hours	360.00	378.00	396.90
33,353.59	37,752.00	38,085.00	-333.00	Sub-total - WAGES, PAYE, NIC, PENS, EXP	40,310.00	42,325.50	44,441.78
				ADMINISTRATION (C)			
56.23	194.00	210.00	-16.00	2) Admin - Members' Expenses	100.00	105.00	110.25
2,314.50	2,938.31	3,670.00	-731.69	3) Admin - Office Costs	3,000.00	3,150.00	3,307.50
3,640.11	3,265.00	3,140.00	125.00	4) Admin - Rent / Electricity	3,350.00	3,517.50	3,693.38
1,663.25	1,500.00	1,575.00	-75.00	5) Admin - Fees/Memberships	1,550.00	1,627.50	1,708.88
2,468.76	2,438.69	2,600.00	-161.31	6) Admin - Insurance	2,600.00	2,730.00	2,866.50
1,100.00	1,200.00	1,260.00	-60.00	7) Bookkeeper/Accounts Software	1,200.00	1,260.00	1,323.00
				8) Newspapers	110.00	115.50	121.28
11,242.85	11,536.00	12,455.00	-919.00	Sub-total - ADMINISTRATION	11,910.00	12,505.50	13,130.78
				ADVERTISING & PUBLICITY (D)			
458.00	463.00	525.00	-62.00	1) Adv - Meetings	500.00	525.00	551.25
1,236.98	1,185.00	1,500.00	-315.00	2) Adv - Newsletter	1,200.00	1,260.00	1,323.00
12.27	50.00	105.00	-55.00	3) Adv - Other	100.00	105.00	110.25
25.00	25.00	100.00	-75.00	4) Adv - Recruitment	100.00	105.00	110.25
1,732.25	1,723.00	2,230.00	-507.00	Sub-total - ADVERTISING & PUBLICITY	1,900.00	1,995.00	2,094.75
				AMENITY AREAS (E)			
1,033.84	1,178.00	1,050.00	128.00	1) Community Cleaning/Litter -Dog Waste Skip Rental	1,250.00	1,312.50	1,378.13
93.21	142.00	115.00	27.00	2) The Cross/Telephone Kiosk	135.00	141.75	148.84
20.80	1,021.00	1,086.00	-65.00	5) Miscellaneous	500.00	525.00	551.25
1,147.85	2,341.00	2,251.00	90.00	Sub-total - AMENITY AREAS	1,885.00	1,979.25	2,078.21
				COMMITTEES - ALLOTMENTS/ FOOTPATHS (F)			
2,632.44	3,168.00	2,875.00	293.00	1) Allotments/Parish Paths/Open Spaces - maint and misc	3,720.00	3,906.00	4,101.30
47.56	150.00	500.00	-350.00	2) Trees, Hedges, Bulbs, Wild Flower seeds	300.00	315.00	330.75
150.00	0.00	0.00	0.00	3) Millennium Wood/Miscellaneous	0.00	0.00	0.00
945.00	875.00	1,500.00	-625.00	4) River Bank Maintenance	900.00	945.00	992.25
810.58	225.00	250.00	-25.00	7) Age Concern Allotment	200.00	210.00	220.50
401.61	185.00	0.00	185.00	9) L.C.C Wildlife Grant Expenditure	0.00	0.00	0.00
4,017.14	4,299.00	3,000.00	1,299.00	10) Deeping St James In Bloom This Year	5,000.00	5,250.00	5,512.50
961.21	0.00	0.00	0.00	11) Deeping St James In Bloom Next Year	0.00	0.00	0.00
9,965.54	8,902.00	8,125.00	777.00	Sub-total - ALLOTMENTS	10,120.00	10,626.00	11,157.30
				COMMITTEES - CEMETERY (G)			
3,572.31	4,813.00	4,750.00	63.00	1) Cemetery - maintenance and misc	5,620.00	5,901.00	6,196.05
151.17	145.00	250.00	-105.00	2) Rates	250.00	262.50	275.63
0.00	0.00	0.00	0.00	3) New Cemetery Land Reserves	2,000.00	2,100.00	2,205.00
3,723.48	4,958.00	5,000.00	-42.00	Sub-total - CEMETERY	7,870.00	8,263.50	8,676.68
				COMMITTEES - YOUTH & COMMUNITY (H)			
			0.00	1) Projects / Balance carried forward from previous Year		0.00	0.00
2,505.88	2,464.00	2,500.00	-36.00	2) Playing Fields maintenance and misc	2,500.00	2,625.00	2,756.25
3,725.00	3,500.00	4,000.00	-500.00	4) Play Scheme	4,000.00	4,200.00	4,410.00
2,000.00	4,000.00	4,100.00	-100.00	5) Youth Worker	4,000.00	4,200.00	4,410.00
0.00	5,000.00	5,000.00	0.00	7) Improvements to Woody Heights	5,000.00	5,250.00	5,512.50
8,230.88	14,964.00	15,600.00	-636.00	Sub-total - YOUTH & COMMUNITY	15,500.00	16,275.00	17,088.75
				COMMITTEES - TRANSPORT (I)			
496.92	1,179.00	1,035.00	144.00	1) Shelters/stops	1,250.00	1,312.50	1,378.13
0.00	200.00	200.00	0.00	2) 30mph Campaign	600.00	630.00	661.50
0.00	525.00	525.00	0.00	3) Bus Shelter Repairs Carried Over	0.00	0.00	0.00
0.00	0.00	0.00	0.00	4) Alternative or Public Transport Support	1,000.00	1,050.00	1,102.50
496.92	1,904.00	1,760.00	144.00	Sub-total - TRANSPORT	2,850.00	2,992.50	3,142.13
				GRANTS & SPECIAL PROJECTS (J)			
2,670.00	2,500.00	3,000.00	-500.00	1) Grant Aid/S.137	3,000.00	3,150.00	3,307.50
173.50	150.00	200.00	-50.00	3) Hospitality Budget	200.00	210.00	220.50
0.00	0.00	1,000.00	-1,000.00	4) Election Coasts	0.00	0.00	0.00
2,740.00	2,590.00	2,625.00	-35.00	6) Community Skip	2,600.00	2,730.00	2,866.50
600.00	0.00	0.00	0.00	7) Improvements to Local Business Areas (Manor Court)	0.00	0.00	0.00
5,015.52	5,250.00	5,250.00	0.00	9) Security	5,500.00	5,775.00	6,063.75
0.00	600.00	600.00	0.00	10) Insurance Claims	500.00	525.00	551.25
77.15	39.00	100.00	-61.00	11) Citizenship Award	50.00	52.50	55.13
300.00	369.00	700.00	-331.00	13) Communication Plan	300.00	315.00	330.75
	0.00	0.00	0.00	16) Open Space Land Acquisition Contribution	5,000.00	5,250.00	5,512.50
				17) New Noticeboard @ Linchfield Road	600.00	630.00	661.50
11,576.17	11,498.00	13,475.00	-1,977.00	Sub-total - GRANTS & SPECIAL PROJECTS	17,750.00	18,637.50	19,569.38
81,469.53	95,578.00	98,981.00	-3,403.00	TOTAL	110,095.00	115,599.75	121,379.74