



# MINUTES

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**Committee:** Finance and Policy Committee  
**Date:** Tuesday 16 November 2021  
**Time:** 6.00pm  
**Venue:** Parish Council Office

## Present

Cllr Jan Evans  
Cllr Vivienne Hodges  
Cllr Gordy Keep

## Also Present

Samantha Parkin (Clerk)

## 26/2021 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. Warner.

## 27/2021 DECLARATIONS OF INTERESTS / REQUESTS FOR DISPENSATIONS

No declarations of interest were made. No requests for dispensations were received.

## 28/2021 MINUTES

It was proposed by Cllr Hodges, seconded by Cllr Keep and **resolved** to **accept** and sign the minutes of the meeting held on 17th August 2021 as a correct record.

## 29/2021 Q2 BUDGET REPORT

The Clerk had circulated the Q2 report prior to the meeting and the report was noted. The Clerk explained the over spend on the Open Spaces budget line which is detailed in the report.

## 30/2021 BUDGET AND PRECEPT

A draft budget and report prepared by the Clerk had been circulated with the agenda. The committee discussed the budget.

The Clerk had recommended changing the 'pedestrian scheme' reserve heading to 'Churchyard restoration' in the report and to use the reserves to pay for the railing and gate restoration.

It was proposed by Cllr Hodges, seconded by Cllr Keep and resolved to recommend to the full council that the 'pedestrian scheme' heading on the reserves sheet is changed to 'Churchyard restoration'.

The Clerk explained that she had included the churchyard restoration in the draft budget and due to the previous recommendation to use the reserves instead; the £10,000 could be removed from the churchyard budget line and precept figure. The amended budget is attached at appendix 1 on page 11.

The committee discussed the allotment rent and due to the rent remaining the same for the last three years they considered a 5% annual increase fair. It was noted there will be maintenance costs in 2022/23.

It was proposed by Cllr Keep, seconded by Cllr Hodges and resolved to recommend to the full council to increase the allotment rent to £660.

It was proposed by Cllr Hodges, seconded by Cllr Keep and **resolved** to recommend the agreed amended draft **budget and precept** request for 2022/23 attached at appendix 1 to the full council.

### **31/2020 DRAFT ALLOTMENT CONSTITUTION**

The draft Allotment Constitution had been circulated with the Agenda.

It was proposed by Cllr Hodges, seconded by Cllr Keep and **resolved** to recommend to the full Council to **agree** that the draft Allotment Constitution is sent to the Allotment Association for their consideration.

The Chairman closed the meeting at 6.15pm.

#### **TO DO ACTIONS:**

- Add all recommendations to the December full Council Agenda

MPC Finance and Policy Minutes 16.11.2021 Attachment no.1 – Amended draft Budget 2022/23

RECEIPTS	Code	Budget 2019/20	Actual	Budget 2020/21	Actual	Budget 2021/22	Actual Q2	Budget 2022/23
Precept	IN1	£38,726.00	£38,726.00	£ 39,420.00	£ 39,420.00	£ 40,090.00	£ 40,090.00	£ 42,820.00
Allotments	IN2	£630.00	£0.00	£ 630.00	£ 1,260.00	£ 630.00	£ 630.00	£ 660.00
Interest	IN3	£0.00	£16.62	£ -	£ 11.45	£ -	£ 2.30	£ -
Grants	IN4	£0.00	£1,300.00	£ -	£ 11,500.00	£ -	£ -	£ -
Open spaces	IN5	£0.00	£0.00	£ -	£ -	£ -	£ 755.00	£ -
Website	IN6	£300.00	£0.00	£ 300.00	£ -	£ -	£ -	£ -
Other income	IN7	£0.00	£6.00	£ -	£ 6.00	£ -	£ 1,272.72	£ -
Cemetery income	INCEM	£5,000.00	£6,939.50	£ 5,000.00	£ 9,674.00	£ 5,000.00	£ 5,690.00	£ 6,000.00
VAT	VAT		£3,525.06	£ -	£ 1,202.62		£ 1,329.18	
Covid-19	CV19	£0.00	£0.00	£ -	£ 400.00	£ -	£ -	£ -
						£ -		£ -
<b>Total Receipts</b>		<b>£44,656.00</b>	<b>£50,513.18</b>	<b>£ 45,350.00</b>	<b>£ 63,474.07</b>	<b>£ 45,720.00</b>	<b>£ 49,769.20</b>	<b>£ 49,480.00</b>
<b>PAYMENTS</b>								
Staffing	EX1	£20,200.00	£14,574.27	£ 20,200.00	£ 15,670.93	£ 18,000.00	£ 7,982.22	£ 18,000.00
Rent	EX2	£4,000.00	£3,868.20	£ 4,000.00	£ 4,126.99	£ 4,200.00	£ 2,069.12	£ 4,400.00
Phone & broadband	EX3	£300.00	£408.09	£ 400.00	£ 352.41	£ 400.00	£ 170.60	£ 400.00
Office costs	EX4	£1,050.00	£951.95	£ 1,100.00	£ 627.62	£ 600.00	£ 221.21	£ 400.00
Room hire	EX5	£280.00	£270.00	£ 280.00	£ 158.90	£ 280.00	£ 87.56	£ 280.00
Open spaces	EX6	£5,300.00	£6,763.58	£ 6,000.00	£ 5,503.41	£ 8,500.00	£ 9,054.96	£ 10,000.00
Bank charges	EX7	£100.00	£124.20	£ 100.00	£ 92.10	£ 100.00	£ 47.10	£ 100.00
Professional fees	EX8	£1,200.00	£2,032.49	£ 1,200.00	£ 1,342.60	£ 1,200.00	£ 1,327.11	£ 1,400.00
Insurance	EX9	£800.00	£779.09	£ 820.00	£ 800.96	£ 840.00	£ 823.16	£ 900.00
Website maintenance	EX10	£1,500.00	£390.00	£ 1,500.00	£ 858.80	£ 250.00	£ 84.00	£ 250.00
Training	EX11	£100.00	£267.50	£ 500.00	£ 144.00	£ 500.00	£ 107.00	£ 1,300.00
Election costs	EX12	£300.00	£1,233.98	£ 300.00	£ -	£ 300.00	£ -	£ 300.00
Chairman's allowance	EX13	£800.00	£274.60	£ 100.00	£ -	£ 100.00	£ 100.00	£ 100.00
Grants given	EX14	£1,626.00	£1,350.00	£ 1,700.00	£ 1,100.00	£ 2,050.00	£ 8,939.00	£ 2,000.00
S137 grants	1107		425	£ 50.00	£ 940.00		£ -	
Cemetery maintenance	EXCEM1	£4,500.00	£4,690.00	£ 4,500.00	£ 3,640.00	£ 4,700.00	£ 2,800.00	£ 4,700.00
Interments	EXCEM2	£2,200.00	£2,240.00	£ 2,200.00	£ 3,570.00	£ 3,000.00	£ 2,845.00	£ 3,000.00
Christmas		£400.00	£381.43	£ 400.00	£ 1,607.61	£ 500.00	£ -	£ 500.00
Covid-19	CV1	£0.00	£0.00	£ -	£ 323.40	£ -	£ -	£ -
<b>Jubilee event</b>						£ -	£ -	£ 1,450.00
<b>Total Payments</b>		<b>£44,656.00</b>	<b>£41,024.38</b>	<b>£ 45,350.00</b>	<b>£ 40,859.73</b>	<b>£ 45,520.00</b>	<b>£ 36,658.04</b>	<b>£ 49,480.00</b>