



MINUTES

Committee: Finance and Policy Committee
Date: Tuesday 15 November 2022
Time: 6.00pm
Venue: Parish Council Office

Present

Cllr Jan Evans
Cllr Gordy Keep
Cllr Mike Warner

Also Present

Samantha Parkin (Clerk)

25/2022 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Hodges and Cllr Farrand-Rogers.

26/2022 DECLARATIONS OF INTERESTS / REQUESTS FOR DISPENSATIONS

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

27/2022 MINUTES

It was proposed by Cllr Warner, seconded by Cllr Keep and **resolved** to **accept** and sign the minutes of the meeting held on 16th August 2022 as a correct record.

28/2022 Q2 BUDGET REPORT

The Clerk had circulated the Q2 budget report prior to the meeting.

It was proposed by Cllr Keep, seconded by Cllr Warner and **resolved to approve** the report.

29/2022 BUDGET AND PRECEPT

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

The Clerk explained that she had increased the rent budget due to an expected increase in service charges. The committee asked the Clerk to enquire how the electricity costs are apportioned throughout the building and if it is possible to install a check meter to reduce the council's service charges.

Cllr Warner noted that residents were unhappy with the amount of weeds growing around the town. He wondered if the council needed to increase their open spaces budget to remove the weeds growing on the pavements. The Clerk explained that weed removal is Teignbridge District Council's responsibility. The Clerk will investigate with TDC.

It was proposed by Cllr Warner, seconded by Cllr Keep and **resolved** to recommend the agreed draft **budget and precept** request for 2023/4 attached at appendix 1 to the full council.

30/2022 GRANT AWARDING POLICY REVIEW

The amended Grant Awarding policy had been circulated with the Agenda. The Clerk explained she had added the highlighted sentences in to reflect the committee's comments throughout the year.

It was proposed by Cllr Keep, seconded by Cllr Warner and **resolved** to recommend that the full Council **approve** the amended Grant Awarding policy.

31/2022 DRAFT DATA RETENTION POLICY

The draft Data Retention policy had been circulated with the Agenda.

It was proposed by Cllr Evans, seconded by Cllr Keep and **resolved to amend** the minimum retention period of Leases from 12 years to indefinite.

It was proposed by Cllr Keep, seconded by Cllr Warner and **resolved** to recommend that the full Council **approve** the draft Data Retention policy with the agreed amendments.

The Chairman closed the meeting at 6.30pm.

TO DO ACTIONS:

- Add all recommendations to the December full Council Agenda

MPC Finance and Policy Minutes 15.11.2022 Attachment no.1 –Draft Budget 2023/24

RECEIPTS	Code	Budget 2020/21	Actual	Budget 2021/22	Actual	Budget 2022/23	Actual Q2	Budget 2023/24
Precept	IN1	£ 39,420.00	£ 39,420.00	£ 40,090.00	£ 40,090.00	£ 42,820.00	£ 42,820.00	£ 42,030.00
Allotments	IN2	£ 630.00	£ 1,260.00	£ 630.00	£ 630.00	£ 660.00	£ 660.00	£ 660.00
Interest	IN3	£ -	£ 11.45	£ -	£ 4.55	£ -	£ 4.98	
Grants	IN4	£ -	£ 11,500.00	£ -	£ -	£ -	£ 1,980.00	
Open spaces	IN5	£ -	£ -	£ -	£ 1,113.38	£ -	£ -	
Website	IN6	£ 300.00	£ -	£ -	£ -	£ -	£ -	
Other income	IN7	£ -	£ 6.00	£ -	£ 1,312.72	£ -	£ 105.00	
Cemetery income	INCEM	£ 5,000.00	£ 9,674.00	£ 5,000.00	£ 8,351.00	£ 6,000.00	£ 2,100.00	£ 6,000.00
VAT	VAT	£ -	£ 1,202.62	£ -	£ 1,329.18	£ -	£ 2,050.46	£ 2,750.00
Covid-19	CV19	£ -	£ 400.00	£ -	£ -	£ -	£ -	
Jubilee	IN8					£ -	£ 7,128.00	
XMAS	XMAS			£ -	£ 2,154.50	£ -	£ -	
Total Receipts		£ 45,350.00	£ 63,474.07	£ 45,720.00	£ 54,985.33	£ 49,480.00	£ 56,848.44	£ 51,440.00
PAYMENTS								
Staffing	EX1	£ 20,200.00	£ 15,670.93	£ 18,000.00	£ 16,301.41	£ 18,000.00	£ 8,339.50	£ 20,000.00
Rent	EX2	£ 4,000.00	£ 4,126.99	£ 4,200.00	£ 4,154.18	£ 4,400.00	£ 2,212.94	£ 5,000.00
Phone & broadband	EX3	£ 400.00	£ 352.41	£ 400.00	£ 319.77	£ 400.00	£ 157.46	£ 400.00
Office costs	EX4	£ 1,100.00	£ 627.62	£ 600.00	£ 587.10	£ 400.00	£ 196.89	£ 400.00
Room hire	EX5	£ 280.00	£ 158.90	£ 280.00	£ 213.91	£ 280.00	£ 95.00	£ 280.00
Open spaces	EX6	£ 6,000.00	£ 5,503.41	£ 8,500.00	£ 10,518.51	£ 10,000.00	£ 4,808.45	£ 10,000.00
Allotments	EXA1							£ 660.00
Bank charges	EX7	£ 100.00	£ 92.10	£ 100.00	£ 163.86	£ 100.00	£ 53.40	£ 100.00
Professional fees	EX8	£ 1,200.00	£ 1,342.60	£ 1,200.00	£ 1,847.74	£ 1,400.00	£ 605.48	£ 1,500.00
Insurance	EX9	£ 820.00	£ 800.96	£ 840.00	£ 823.16	£ 900.00	£ 764.62	£ 850.00
Website maintenance	EX10	£ 1,500.00	£ 858.80	£ 250.00	£ 168.00	£ 250.00	£ 102.00	£ 150.00
Training	EX11	£ 500.00	£ 144.00	£ 500.00	£ 514.50	£ 1,300.00	£ 770.00	£ 1,000.00
Election costs	EX12	£ 300.00	£ -	£ 300.00	£ -	£ 300.00		£ 300.00
Chairman's allowance	EX13	£ 100.00	£ -	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00
Grants given	EX14	£ 1,700.00	£ 1,100.00	£ 2,050.00	£ 9,164.00	£ 2,000.00	£ 1,150.00	£ 2,000.00
S137 grants	S137	£ 50.00	£ 940.00		£ -		£ -	
Cemetery maintenance	EXCEM1	£ 4,500.00	£ 3,640.00	£ 4,700.00	£ 5,163.00	£ 4,700.00	£ 7,840.50	£ 4,700.00
Interments	EXCEM2	£ 2,200.00	£ 3,570.00	£ 3,000.00	£ 3,540.00	£ 3,000.00	£ 1,315.50	£ 3,000.00
Christmas		£ 400.00	£ 1,607.61	£ 500.00	£ 2,213.88	£ 500.00	£ 469.40	£ 500.00
Covid-19	CV19	£ -	£ 323.40	£ -	£ -	£ -	£ -	
Coronation event	EX15			£ -	£ -	£ 1,450.00	£ 8,762.73	£ 500.00
Total Payments		£ 45,350.00	£ 40,859.73	£ 45,520.00	£ 55,793.02	£ 49,480.00	£ 37,743.87	£ 51,440.00