

PARISH COUNCIL FINANCE **COMMITTEE MEETING**

Monday, January 7th, 2019 in the Parish Room at 7.30pm

You are duly summoned to attend the statutory meeting of the parish council finance committee to transact the business detailed below.

Committee members: Cllrs L Auchterlonie (chair), A Clarke, S Larke, A Oakes and I Boulton.

OPEN FORUM

- Members of the public are invited to give their views or question the finance committee on issues on this agenda.

AGENDA

1. **Apologies and approval of absences**
2. **Approval of minutes**
Of finance committee meeting held on Monday, December 11th, 2017. (Circulated)
3. **Review of payments to clerk and contractors**
See attached.
4. **Budget review, year to date, forecast and proposed 2019/20 budget**
See attached.
5. **Precept proposal**
See attached.
6. **Village hall account review**
See attached.
7. **Snook Bequest account review**
See attached.
8. **Review of cemetery payments**
See attached.
9. **Date of next meeting**
Full council, Monday, January 14th, 2018 in the Parish Room at 7.30pm

STAFF

The parish clerk is the sole employee. He works 10 hours per week at £11.50 per hour. This is £11 per hour for parish council work and a £520pa payment for village hall accountancy and clerical duties. I propose a 3% increase (CPI is 2.7%). □

Note: The council will agree remuneration with the new clerk, but national bands are higher for this category of clerk so the budget may be exceeded. I have also included an extra 'double' month to allow for a handover.

Pension: The council is enrolled for workplace pensions for the clerk, but as my salary is less than the £10,000pa threshold I am not obliged to request a pension and I have again declined to request one.

OFFICIALS

The chairman of the parish council has indicated he will again forego the annual allowance of £500 but it will remain within the budget, particularly as he has indicated this will be his last year in office.

CONTRACTORS

All other 'staff' signed self-employment disclaimers. An increase of approximately 3% is recommended from April 2019.

	2018	2019
Parish clerk	£5,980	£6,162
Play area litter picking	£1,030	£1,060
Street litter picking	£824	£848
Pavilion cleaner	£930	£960
Parish Room cleaner	£270	£280

Regular contractors for the churchyard, cemetery and parish-council funded additional street lighting supply invoices.

BUDGET

See below for draft budget for 2018/19. Any changes must be approved at this meeting for recommending to the council meeting in January 2019.

LOAN

The Public Works Loan balance currently stands at £111,241.76. The loan is due to be paid by 3/12/2032.

PRECEPT

I propose that the precept is increased to £41,880 for the coming year, which means the Council Tax for a Band D property would be the same as last year at £111.65 or £2.15 per week (based on recent data received from MSDC indicating that the Laxfield tax base will be 375.1 (was 371.7), an increase of 0.9%.

VILLAGE HALL ACCOUNT

- Community account 80563978: £4,383.45 as at 30/11/18.
- Business Saver account 00334286: £10,716.11 as at 30/11/17.
- Total £15,099.56 (Last year when it stood at £13,106.91).

SNOOK BEQUEST

- Account 10905666: £15,878.40 as at 03/12/18. Last year £16,305.27

	2018-19 Budget		To Dec 31	Yr End Forecast 2019-20 Budget				
RECEIPTS								
Cemetery Fees	£	1,500.00	£	560.00	£	840.00	£	800.00
Grants	£	2,500.00	£	9,385.20	£	10,885.00	£	3,000.00
Miscellaneous	£	300.00	£	564.49	£	565.00	£	330.00
Bank Interest	£	130.00	£	152.93	£	150.00	£	175.00
Precept	£	41,500.00	£	41,500.00	£	41,500.00	£	41,880.00
VAT Reclaim	£	2,500.00	£	1,463.16	£	1,800.00	£	1,000.00
Total	£	48,430.00	£	53,625.78	£	55,740.00	£	47,185.00

PAYMENTS								
Clerk's Salary	£	5,900.00	£	5,145.16	£	6,600.00	£	6,477.00
Expenses/Stationery	£	1,000.00	£	303.79	£	300.00	£	300.00
Chairman's Allowance	£	500.00	£-		£	-	£	500.00
Parish Room Cleaner	£	270.00	£	202.50	£	270.00	£	280.00
Street Lighting	£	1,600.00	£	1,241.84	£	1,650.00	£	1,800.00
Pond/Vill Hall/Paths	£	2,000.00	£	272.75	£	400.00	£	600.00
Street Cleaning	£	900.00	£	618.00	£	824.00	£	848.00
Parish Room Lighting	£	120.00	£	84.86	£	110.00	£	120.00
PWLB	£	11,290.00	£	11,289.18	£	11,290.00	£	11,290.00
Neighbourhood Plan	£	1,000.00	£	470.47	£	7,000.00	£	850.00
Cemetery Caretaker	£	900.00	£	611.25	£	735.00	£	800.00
Subscriptions	£	600.00	£	567.00	£	567.00	£	600.00
Insurance	£	1,200.00	£	995.21	£	996.00	£	1,100.00
Churchyard/War Mem	£	3,500.00	£	911.28	£	1,200.00	£	1,800.00
Section 137	£	2,000.00	£	1,567.60	£	1,600.00	£	3,000.00
Bin emptying	£	750.00	£	546.00	£	546.00	£	600.00
Rental fees	£	350.00	£-		£	325.00	£	350.00
Training	£	100.00	£	339.00	£	407.00	£	400.00
Cemetery Expenses	£	3,000.00	£	6,028.14	£	7,000.00	£	4,500.00
Repairs & Maintenance	£	2,000.00	£	239.92	£	1,000.00	£	1,000.00
Playing Field	£	7,000.00	£	7,176.67	£	10,155.00	£	6,000.00
Village Hall	£	300.00	£	1,209.95	£	1,200.00	£	1,000.00
Church clock	£	200.00	£	180.00	£	180.00	£	200.00
Miscellaneous	£	500.00	£-		£	600.00	£	500.00
Audit	£	650.00	£	624.00	£	612.00	£	650.00
PAYE	£	100.00	£	108.00	£	108.00	£	120.00
Election	£	700.00	£-		£	-	£	1,500.00
Total	£	48,430.00	£	40,732.57	£	55,675.00	£	47,185.00

LAXFIELD CEMETERY FEES

Having increased some fees last year, I propose no changes:

- a. Do not include costs of digging or filling a grave.
- b. Apply only where the interment is made between 10am and 4pm on a weekday or on the certificate of a coroner or registered medical practitioner that immediate interment is necessary. In any other case an additional £20 is payable.
- c. Apply provided the interment is made within 30 minutes of the time arranged with the Clerk to the Parish Council. If not so, an additional £20 is payable.

NOTE: For any person who at the date of death was not resident within the parish boundary, fees are doubled, with a minimum charge of £150.00.

Interments

1. For interment in an earthen grave of which exclusive right of burial has been secured:
 - i. Of a still-born child, or child aged 12 or under No fee
 - ii. Of a person aged over 12 years £75.00
2. For interment of cremated remains in a grave in respect of which exclusive right of burial has been secured £45.00

Exclusive rights of burial in perpetuity

1. In an earthen grave
9ft x4ft £75.00
2. Of cremated remains in an earthen grave
18in x 18in in the Garden of Remembrance £45.00

Gravestones, tablets and inscriptions

1. For the right to place on a grave on which exclusive right of burial has been secured:
 - i. A plain headstone not exceeding 4ft in height £45.00
 - ii. A tablet not exceeding 18in x 18in £45.00
2. For the right to place on a grave in the garden of Remembrance a flat stone not exceeding 18in x 18in £45.00
3. Fees include the first inscription.
For each subsequent inscription there is a fee of £25.00