

# **BRIXWORTH PARISH COUNCIL**

***Minutes of the Finance meeting held on Tuesday, 20 April 2010 at 8.15p.m. In the Brixworth Library/Community Centre, Spratton Road, Brixworth***

***Present:*** Councillors: R Monk (Chairman), C Bament, I Barratt, R Chattaway and M Lacey

***In Attendance:*** Mrs J Macken – Parish Clerk

## **10/ 001f Apologies for absence**

Apologies for absence were received from Cllr A Gunnett, Cllr S Pointer, Cllr S Whiffen

## **10/002f Declarations of Interest**

None

## **10/003f To Accept the Minutes of the Last Meeting 10 November 2009**

The minutes of the meeting held on Tuesday, 10 November 2009 were agreed and signed by the Chairman as a true and correct record of this meeting.

## **Accounts**

### **10/004f Income and Expenditure and Reserves Reports for the Year End 31 March 2008**

The Income and Expenditure report for March 2010 was circulated to members.

There is an actual overall underspend of £13,000 when comparing the budget to actual expenditure.

The overall Income was on target. Income from interest was below budget due to the low interest rates. Olive Branch income was below budget due to the Council's decision to reduce the Olive Branch's rent for the year.

It was noted that the Community Centre had £2000 surplus Income over Expenditure at year end. (Total Income £8000 and Total Expenditure £6000.) However this does not take into the account the Business Rates for the Community Centre of £3,492 which were debited from the General Reserves.

### **10/005f Financial Year End Report as at 31 March 2009**

At the beginning of the year the reserves total was £124,519.56, £61,784.15 in General Reserves. At the end of the year the reserves total is £111,688.65, £53,203.24 in General Reserves. The surplus income over expenditure for the year, which is to be transferred to the reserves, is £23,357.75. This figure includes Earmarked Reserves £10,000 (unspent DDC grant for BMX/Skate project, which may have to be paid back) and £1,000 Ashway Playing Field Car Park Fund. It was agreed to transfer £1650.00 to the Community Centre Refurbishment Earmarked Reserve. (A condition of the lease is for the Council to decorate the Community Centre every seven years). The remainder surplus £10,722.65 will be transferred to the General Reserves.

***10/006f General Reserves and Earmarked Reserves for 2010/11***  
**Reserves for the year 2010/11**

<b><u>Reserve</u></b>	<b>Balance as at 1.04.10</b>
<b>General Reserve</b>	<u>63,925.89</u>
<b>Restricted Funds</b>	
Pocket Park Maintenance (S106)	4,540.60
Crime Prevention Security (S106)	2,298.94
Ashway POS (S106)	12,000.00
Ashway/Ridings POS	29,062.30
<b>Earmarked Reserves</b>	
Kubota/Pick Up Fund	0.00
Community Centre Refurbishment	5733.57
Ashway Playing Field Car Park	3,000.00
Pension Scheme	4,500.00
DDC Grant – Youth Project	10,000.00
<b>Total Reserves</b>	<u><b>135,061.30</b></u>

The General Reserves are 65% of the Councils precept for the year. The Council ensures that the General Reserves is maintained at a three months operating level, in the case of an emergency and that the District Council failed to provide the Parish Council with the precept set.

***10/007f Annual Charges for 2009/10***

It was agreed to increase all the charges by 2%, as suggested at the last Finance meeting. The Coffee Shop charges were agreed at £310 for the year.

**Human Resources**

***10/008f Salaries / Wages for 2010/11***

It was noted that the National Joint Council have not yet agreed this years pay increase. Any increase will be backdated to the 1 April 2010.

***10/009f Local Government Pension Scheme Contribution Bands 2010/11***

The Employers contribution to the LGPS this year will be 19.5% (18.9% last year).

***10/010f Parish Council Pension Policy***

The Parish Council needs to adopt a Pension Policy. Cllr Monk and the Clerk to put together a document for consideration by the Full Council based on the County Councils discretions and recommendations.

***10/011f Accident, Incident and Sickness Reporting***

Cllr Monk reported the following figures.

It was noted that there have been no reported accidents or incidents by members of the public this financial year.

	<b>1.10.09 – 31.3.10</b>	<b>Year to date</b>
Hours worked	1996	4443
Accidents	0	0
Incidents	0	0
Accidents or incidents reported by the public	0	0
Staff sickness days	7	8

**Administration**

***10/012f New Model Standing Orders***

This item was deferred.

***10/013f Grant Application Policy***

Cllr Chattaway had put together a Grant Policy for consideration, which is to be recommended to the Full Council for adoption.

***10/014f Website Policy***

The Clerk has drafted a website policy, to be considered by the Parish Council for adoption.

***10/015f Internal Control***

It was queried whether the Parish Council needs to employ an Internal Auditor, which is to be clarified at the Full Council meeting, when the Council considers the cost for the NCALC Internal Audit Service.

The Clerk suggested to revise the Financial Regulations, to include the systems of internal control currently carried out by the Council.

***10/016f Renewal of Annual Council Insurance***

The Council's insurance is due for renewal, Came & Co are offering a 5% discount if the Council agrees to a three-year contract. Due to the possible risk in the future to the premium, the Committee decided to not recommend a three-year contract to the Council. It was also agreed not to take out the additional Commercial Loss Recovery Insurance at a cost of £157.50.

***10/017f Quarterly VAT Online Submissions***

The Clerk reported that she is now submitting the quarterly VAT return online.

***09/012f Any Other Items for Report Only***

There were no further matters to discuss therefore the meeting closed at 9.50pm