

## **BRIXWORTH PARISH COUNCIL**

### ***Minutes of the Finance Committee meeting held on Tuesday, 12 October 2010 In the Olive Branch Coffee shop, Brixworth Library/Community Centre, Spratton Road, Brixworth***

**Present:** Councillors: R Monk (Chairman), I Barratt, C Bament,  
Mrs A Gunnett, M Lacey and S Pointer.

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

#### **10/019f Apologies for absence**

Apologies for absence were received from Cllr R Chattaway

#### **10/020f Declaration of Interest on Agenda Items**

All members declared an interest with regards to the Parish Council being the sole trustee of the Community Centre.

#### **10/021f Signing of the Minutes of the Last Finance Meeting 21 April 2009**

The minutes of the meeting held on Tuesday, 20 April 2010 were agreed and signed by the Chairman as a true and correct record of this meeting.

### **Finance**

#### ***10/022f Initial Proposals for the Budget and Precept for 2011/12***

The Clerk circulated copies of a Three Year Budget compared to Actual Income and Expenditure Report for 2008-09, 2009-10 and 2010-11.

The committee compared the proposed budget for 2011-12 against the current budget 2011-12.

Following a discussion the initial bids for the 2011-12 Income and Expenditure Budgets were as follows: -

#### ***Expenditure***

Salaries, Wages and Employers National Ins	£49,140
Finance / Admin	£22,470
Highways and Environment	£ 5,510
Recreation & Amenities Development	£19,600
Projects	£ 3,000
Police Support	£ 4,800
Total Expenditure	<b>£104,520</b>

Generally all budgeted figures remained the same as the current year.

Salaries, Wages and Employers NI – Salaries and wages to be remain the same, no increase this year, so there is sufficient in budget if there was a small increase next year. National Insurance to remain the same, includes sum for SSP etc.

Finance/Admin – Allowances to remain the same as this year. Office equipment £1000.00, to include provisional sum for new Clerks computer, website costs and software support. Hall Hire increased to £500.00, to be paid to the Community Centre. Grants remain the same. Training budget reduced to £350.

Highways and Environment – Litter bins reduced to £500.

Recreation & Amenities – A sum of £1,000 has been budgeted again for the build up of a fund for either the new Ashway Car Park or for work to the existing car park. Kubota/Van Replacement Fund to be built up over a period of years £2000. Hedge/Fencing and Plant Maintenance reduced to £1,500 and £2,000 respectively.

Projects – A provisional sum of £3,000 has been included for projects. The implementation of future projects is to be discussed at the next Council meeting.

Police Support – The Parish Council had agreed at its meeting in September to budget for the sum of £4,800 towards the office costs for the Brixworth Safety Community Team. This sum is fixed for a further year.

Income – 2% increase to Sports Clubs charges

***Income***

Bank Interest	£ 60
Sports Clubs	£4,000
Pocket Park Grass Cutting	£ 250
<b>Total Income</b>	<b>£4,310</b>

<b>Total Expenditure</b>	<b>£104,520</b>
<b>Less Total Income</b>	<b><u>£ 4,310</u></b>
<b>Difference to be raised by precept</b>	<b>£100,210</b>

The precept request for 2010-11 (current year) is £97,740. This draft proposal (next year) of £100,210 is an increase of 2.53%. Attached as Appendix A. (The calculation of the draft precept was done after the meeting).

The budget for the Community Centre was briefly discussed, but is to be considered at the Charity meeting to be held following the Full Council meeting on the 19 October 2010.

***10/023f To Consider General Reserves at Year End 31 March 2011***

It was noted that it is projected that the General Reserves will be in the region of £66,000 at the year-end, which will be approximately 66% of the proposed precept for next year. It was noted that the Council remains a minimum level of three months operational costs in the General Reserves.

***10/024f Report on Community Centre Unpaid Invoices***

The Clerk reported that there are three invoices outstanding for payment by the same person from June 09, December 09 and February 10 for a total of £13.50. The Clerk has sent two letters chasing for payment. It was agreed for the Clerk to make further contact to see if this payment would be made before further action is taken. It was agreed that no further bookings are to be accepted until payment has been received. Item to be deferred to next meeting.

***10/025f Council's Fidelity Guarantee Sum Insured***

The Council's current level of Fidelity Guarantee sum insured is £150,000, the Auditor suggests that this level should be increased to cover the bank balance as at 31 March plus half the precept received in April. The Clerk was asked to obtain a cost to increase this level to £180,000.

## **Human Resources**

### ***10/026f Update on Salary/wage Increase for 2010/11***

The Clerk reported that NCALC have confirmed that there is a Pay Freeze this year. NJC hope to have a pay settlement agreed by 1 April 2011 for the next year.

### ***10/027f Accident and Incident Reporting***

Cllr Monk reported the following figures.

	<b>1.4.10– 30.9.10</b>	<b>Year to date</b>
Hours worked	2469	2469
Accidents	0	0
Incidents	0	0
Accidents or incidents reported by the public	0	0

It was noted that these figures are well below the standard for Local Authorities and the staff were once again congratulated.

### ***10/028f Sickness Report***

	<b>1.4.10– 30.9.10</b>	<b>Year to date</b>
Staff sickness days	1 day	1 day

## **Administration**

### ***10/029f Annual Risk Assessment***

The Chairman reported that he will look through the committee's risk assessment and report back to the next meeting.

### ***10/030f Review of Parish Council Website***

The Committee reviewed the Website policy, which has recently been adopted, no changes required.

It was agreed to change the header font and for the following developments to be made on the website: -

- New page for Community Links (ie Primary School, Bulletin, village hall)
- New page for Parish Councillors only – Policies & Documents
- New page for Community Centre
- 'Hide' Gallery page until more photos have been added

## **Training**

### ***10/031f Training & Development Needs for Councillors & Staff***

It was noted that there are no new members of staff, however it was agreed for the Groundsman to attend a refresher knapsack sprayers course at Moulton College at a cost of £195.00. New Councillors are encouraged to attend the NCALC 'off to a flying start' training course. The NCALC training schedule is issued to all members, who may attend various courses.

**Any Other Items for Report Only**

***10/032f Employers Guide***

The Clerk reported that she has received a copy of the 'Being a good employer' guide for Local Councils.

***10/033f Community Centre Rates***

It was noted that details from a company offering their services to review the Business Rate Tax for the Community Centre had been received. Their fee would be 25% of any cash refund. The Community Centre already receives 80% discretionary relief.

***10/034f Internal Control***

The Clerk has received a template for the Internal Control procedure, which she will adapt to suit the Council.

Meeting closed at 9.00pm