



# HELMDON PARISH COUNCIL

## MINUTES



of the meeting of the Finance Committee of Helmdon Parish Council, held in the Committee Room at the Reading Room, Church Street, Helmdon on **Monday 16<sup>th</sup> January, 2017.**

**PRESENT:** Cllrs Coatsworth (Chair), Moody, Garner, Thorpe, Vicars and the Clerk. Cllr Hart arrived at 8:15pm and left at 9:30pm.

**IN ATTENDANCE:** 0 members of the public attended

### 1. Apologies

None

### 2. Declarations of Interest

None

### 3. Approval and signature of the minutes from the meeting on 9<sup>th</sup> November, 2016

The minutes were approved with no amendments and signed by the Chairman.

### 4. Matters arising

Item 6: Cllr Moody confirmed that one member of the public had expressed an interest in the role of flag warden. It was agreed that the triangle of grass originally suggested as a location of a new bench was too small but that there was a more suitable location just slightly further back from there that would suit. As the existing bench on Jenners Piece sits on a concrete base, it was suggested that it may well be more cost effective to purchase a new bench to sit on the opposite side of the road.

**Action:** the Clerk to contact NCC to request permission to put a bench on the grass verge north side of Wappenham Road at the top of Jenners Hill.

### 5. Open Forum

There were no members of public in attendance

### 6. To consider the draft budget for 2017-18, to be submitted to the Council at the meeting on 25<sup>th</sup> January, 2017.

The planned budget for 2017-18 was discussed in detail. It was resolved to put forward a budget proposal of £25,444 (as detailed in appendix A) to the meeting of the Full Council on 25<sup>th</sup> January, 2017, of which £720 is to be added to the Sinking Fund and £7210 is earmarked for projects to be funded by various grants.

**Action: the Clerk** to circulate the final budget document amongst the Finance Committee.

### 7. To consider the Precept for 2017-18, to be submitted to the Council at the meeting on 25<sup>th</sup> January, 2017.

It was resolved to put forward a precept proposal of £17,074 (as detailed in appendix A) to the meeting of the Full Council on 25<sup>th</sup> January, 2017.

**8. To agree dates of meetings for the Finance Committee in 2017.**

It was agreed that the Finance Committee will meet on Tuesday 9<sup>th</sup> May, Monday 11<sup>th</sup> September and Monday 13<sup>th</sup> November in 2017.

**12. Close**

There being no further business, the Chairman declared the meeting closed at 9.50pm.

Signed \_\_\_\_\_  
Cllr John Coatsworth, Chairman

Date \_\_\_\_\_

UNSIGNED

## APPENDIX A

### Summary of budget plan for 2017/18

Regular expenditure exc VAT:	£15,389
Expenditure for specific projects:	£9,335
Funds added to the Sinking Fund:	£720
<b>Budgeted total expenditure:</b>	<b>£25,444</b>
Expected regular income:	£160
Proposed income from grants for specific projects:	£7,210
<b>Budgeted total income (excluding Precept):</b>	<b>£7,370</b>
To include from general reserves:	£1,000
<b>PRECEPT REQUEST FOR 2017/18:</b>	<b>£17,074</b>
Precept % change from 2016/17:	5.8% increase
Estimated cost per household:	£42.87

Code	EXPENDITURE	2016-2017		2017-2018
		Budget	Expected year end total	Budget
<b>100</b>	<b>1. Lighting</b>	<b>1,619.00</b>	<b>1,162.87</b>	<b>1,416.44</b>
101	Electricity Supply	919.00	953.96	900.00
102	Electricity repairs	200.00	23.47	100.00
103	Electricity maintenance	500.00	416.44	416.44
<b>200</b>	<b>2. Parks &amp; Open Spaces</b>	<b>2,390.00</b>	<b>2,264.33</b>	<b>3,525.00</b>
201	Grass cutting	1,600.00	1,639.39	1,800.00
202	Playground inspection	65.00	45.00	45.00
203	Playground repairs	0.00	0.00	300.00
204	School field rental	350.00	350.00	350.00
205	Garden maintenance for War Memorial and Pump Garden	150.00	0.00	0.00
206	Village Bulbs	75.00	26.94	50.00
207	Bins	0.00	56.00	680.00
208	Allotment maintenance	0.00	0.00	200.00
209	General maintenance	150.00	0.00	100.00
210	Other	0.00	147.00	0.00
<b>400</b>	<b>4. General Administration</b>	<b>8,748.00</b>	<b>8,620.39</b>	<b>8,647.98</b>
401	Audit charge	400.00	402.00	282.00
402	Clerk's salary	4,480.00	4,923.93	5,251.48
403	Clerk's expenses	150.00	267.81	150.00
404	Election expenses	0.00	0.00	0.00
405	Insurances	1,170.00	1,225.34	1,300.00
406	Training	982.00	839.00	200.00
407	Subscriptions	921.00	512.31	500.00
408	Reading Room rent	225.00	145.00	142.50
409	Leaflets & Advertising	270.00	119.00	100.00
410	Web site	150.00	150.00	150.00
411	Banking Fees	0.00	36.00	72.00
412	Other	0.00	0.00	500.00
<b>500</b>	<b>Grants awarded</b>	<b>2,050.00</b>	<b>2,050.00</b>	<b>1,400.00</b>
501	Grants to Village Organisations	1,350.00	2,050.00	1,350.00
502	VOY and school prizes	200.00	0.00	50.00
503	S. 137	500.00	0.00	0.00
<b>600</b>	<b>6. Burial Grounds</b>	<b>400.00</b>	<b>400.00</b>	<b>400.00</b>
601	Churchyard Maintenance	400.00	400.00	400.00
602	Contingency	0.00	0.00	0.00
	<b>Total Regular Expenditure</b>	<b>15,207.00</b>	<b>14,497.59</b>	<b>15,389.42</b>
<b>700</b>	<b>Miscellaneous</b>	<b>0.00</b>	<b>793.11</b>	<b>0.00</b>
701	Vat Paid	0.00	793.11	0.00
<b>800</b>	<b>Projects for 2017/18</b>			<b>9,335.00</b>
801	War Memorial Repairs			1,200.00
802	War Memorial Garden renovations			525.00
803	Flagpole & Bench project			1,000.00
804	Flood prevention			0.00
805	Speed Radar			5,000.00
806	Pump Garden Renovations			950.00
807	Dog Waste Bins			660.00
	<b>Total Budgeted Expenditure (inc Projects)</b>			<b>24,724.42</b>

<b>300</b>	<b>3. Sinking Fund</b>	<b>125.00</b>	<b>5,852.85</b>	<b>720.00</b>	<b>6572.85</b>
301	Playground equipment	0.00	250.74	500.00	750.74
302	Notice boards	0.00	1,000.00	0.00	1000.00
303	Computer	125.00	384.46	120.00	504.46
304	War memorial	0.00	1,316.67	100.00	1416.67
305	Village seats	0.00	1,800.00	0.00	1800.00
306	Elections	0.00	1,100.98	0.00	1100.98
307	Other	0.00	0.00	0.00	0.00

<b>900</b>	<b>INCOME</b>	<b>16,267.00</b>	<b>18,354.59</b>	<b>7,370.00</b>
901	Precept	16,142.00	16,142.00	0.00
902	Interest	25.00	4.82	0.00
903	Allotments	100.00	110.00	160.00
904	Grants+Prizes	0.00	1,697.77	7,210.00
905	Donations	0.00	400.00	0.00
<b>Total Regular Income</b>		<b>16,267.00</b>	<b>18,354.59</b>	<b>7,370.00</b>
<b>1000</b>	<b>MISCELLANOUS INCOME</b>	<b>0.00</b>	<b>610.92</b>	<b>0.00</b>
1001	Misc Transfers In		0.00	0.00
1002	Vat Repayment		610.92	0.00
<b>Total Working Income</b>		<b>16,267.00</b>	<b>18,965.51</b>	<b>7,370.00</b>

BANK DETAILS	Current Balance	Outstanding Jan-Mar 2017	Estimated balance at end March 2017
		Payments	£1,226.37
Unity Account	£15,530.48	Receipts	£1,297.77

Sinking Fund reserves at March 2017	£5,852.85
Expected General reserves at March 2017	£9,749.03
Anticipated expenditure for 2017-18	£24,724.42
Anticipated income	£7,370.00
expected -ve adjustments due to grants	£0.00
"-/+ adjustments to sinking fund and /or general reserves	-£280.00
<b>Precept request</b>	<b>£17,074.42</b>
Rounded	£17,074
Previous precept request	£16,142.00
Percentage increase on last year	5.78%
Tax base for 2016-17	393.4
Tax base for 2017-18	398.3
charge per household 2016-17	£41.03
charge per household 2017-18	£42.87