

BROOMFIELD PARISH COUNCIL

A meeting of Broomfield Parish Council's Finance & General Purposes Committee was held on Wednesday 16th November 2016 in the Parish Office, Broomfield Village Hall at 7.30 pm

Members' Present: Chairman Cllr Barnes Vice Chairman Cllr Garwood

Councillors: Jones & Tranquada

Also Present: Mrs K Hurrell (Clerk)

274. To appoint a Chair and Vice Chair of the Financial & General Purposes Committee

Councillor Garwood nominated Councillor Barnes as Chairman – All Members were in favour.

Councillor Jones nominated Councillor Garwood as Vice Chairman – All Members were in favour.

Therefore Councillors Barnes and Garwood were duly elected Chair and Vice Chair respectively.

275. Public Question Time

No members of public were present.

276. To receive apologies for absence

Apologies were received from Councillors Blake and Daden.

277. To receive Declarations of Interest

Councillors Jones, Garwood and Tranquada declared a prejudicial interest in item 279 a).

278. To consider Terms of Reference for approval by full Parish Council

It was agreed that the Terms of Reference did not require alteration and will be taken to full Parish Council for full approval.

279. To consider the following for approval by full Parish Council:

a. To consider grant applications received

Four Grant Applications had been received and were considered.

Jack & Jill Pre-School, Broomfield – 1 Grant Application totalling £2,000

A grant had been requested in the sum of £2,000 to cover:

Hall Hire £1504

Utilities £225

Christmas activity costs £100

Facebook advertising £170

It was agreed that further input was required and it was suggested that Councillor Mercer visit the Pre-school to ascertain further details of the grant requested. It was suggested that funds be forwarded to cover December and January's hall hire costs (to be ascertained) from the 2016/17 Grant Budget (remaining balance available £2,445)

ACTION: RM to report back to Dec PC Meeting

Broomfield Village Hall Charity – 3 Applications totalling £11,052

Grant 1 £510 Village Games

It was agreed to cover the cost of steel drums £200; Hire of three generators £210; Purchase of two pop-up gazebos £100 **total £510.**

Grant 2 £2,600 Internal & External furnishings

It was agreed to cover the cost of security light, CCTV accessories (further details required) and additional security light in the car park - £750 and purchase and install a notice board for the MUGA £650 – total £1,400. It was agreed not to fund the new tennis nets £900 or to pay for maintenance costs to respray the MUGA line markings for tennis or netball at this stage.

Therefore it was agreed to grant **£1,400.**

Grant 3 £7,942 installation of security barrier for car park, bollards to protect the intercom & annual service charge

It was agreed to cover the cost of the installation of the security items at a cost of £7,942.

The total Grants requested from Broomfield Village Hall Charity that has been initially agreed will come from the 2016/17 Grant Budget (if any remaining see above); Earmarked Reserve £3,285 (formerly known as Village Events Earmarked Reserve) and the 2017/18 Grant Budget – this leaves a shortfall which it is anticipated will be covered from unused funds from 2016/17.

Signed:  123 Dated: 21-12-16

b. To review & set budgets for all Committees for 2017/18 Precept

It was agreed to set the budgets for all the Committees as follows:

Civic Amenities Expenditure	£ 37,550
Allotments Expenditure	£ 675
General Administration Expenditure	£111,156
Total Expenditure	£149,381
Allotment Income	£ 2,025
Civic Amenities Income	£ 3,026
General Administration Income	£ 35,616
Total Income:	£ 40,667
Less total income:	£108,714
Plus additional Earmarked Reserve	£ 500
Proposed Total Precept:	£109,214

This equates to Band D payment of £55.46 an increase of 6.8% on last year's Band D payment.
(see attached Appendix A Precept Sheets)

c. To review Earmarked Reserves

The Earmarked Reserves were reviewed and it was agreed to add an additional £500 to the Playground Equipment Reserve. It was also agreed to re-name the 'Annual Events' Reserve 'Broomfield Village Hall Charity Grant Reserve'

d. To calculate draft Precept request for 2017/18

The draft Precept request was set at £109,214 – to be agreed at full Parish Council Meeting on 21st December 2016.

e. To approve increase in Mileage Allowance for Members/Staff on Parish Council Business

It was agreed to increase the mileage allowance to 45p per mile.

280. To receive notification of Any Other Business for referral to the Next Meeting

There was no further business and the Chairman closed the meeting at 9.30 p.m.

Signed:..........124 Dated:.....21-12-16.....

PRECEPT CALCULATIONS 2017/2018

	2013/14	2014/15	2015/16	2016/17	2017/2018
Allotments Expenditure	£1,150.00	£1,100.00	£1,500.00	£1,050.00	£675.00
Civic Amenities Expenditure	£26,380.00	£30,290.00	£34,000.00	£35,350.00	£37,550.00
General Administration Expenditure	£68,380.00	£62,399.00	£103,931.00	£102,606.00	£111,156.00
Total Expenditure	£95,910.00	£93,789.00	£139,431.00	£139,006.00	£149,381.00
Allotment Income			£1,500.00	£1,500.00	£2,025.00
Civic Amenities Income			£2,901.00	£3,164.00	£3,026.00
General Administration Income			£38,766.00	£40,268.00	£35,616.00
Less Total General Income	£11,316.00	£8,152.00	£43,167.00	£44,932.00	£40,667.00
					£108,714.00
Plus Earmarked Reserves added for year	£21,406.00	£23,013.00	£4,500.00	£6,031.00	£500.00
Plus General Reserves			£10,036.00		£0.00
TOTAL	£106,000.00	£108,650.00	£110,800.00	£100,105.00	£109,214.00
Precept Total	£106,000.00	£108,650.00	£110,800.00	£100,105.00	£109,214.00
<i>Band D effect 2014/15 = £62.93 Grant £5625 Taxbase 1637.14 2.5% increase Band D effect 2017/18 = £55.46 Taxbase 1969.15</i>					
<i>Band D effect 2015/16 = £58.50 Grant £4725 Taxbase 1813.25 -7.03% increa</i>					
<i>Band D effect 2016/17 = £51.89 Grant £4152 Taxbase 1,849.02</i>					

Budgets for 2017/18 Precept			
Civic Amenities:	2016/17	2017/18	
EXPENDITURE:	BUDGET	BUDGET £	Notes:
Barn Maintenance & Electricity	50.00	50.00	
Angel Meadow & Play Area Maint.	2,000.00	2000.00	
Grass Cutting Contract	4,000.00	4000.00	
Seats/bins/shelters/signs/etc	2,000.00	2000.00	
Tree Pollarding & Planting	3,000.00	3000.00	
Civic A Sals/ERS Pens & NI	22,000.00	23000.00	
Machinery Maintenance	600.00	300.00	
Miscellaneous	500.00	500.00	
Centenary Wood	350.00	150.00	
Parsonage Green	750.00	750.00	
Outdoor Gym Equipment	100.00	100.00	
Van Hire		500.00	
Allotment/Village Helper		1200.00	
Total Expenditure:	35,350.00	37550.00	
Civic Amenities:			
INCOME:	BUDGET	2017/18	
		BUDGET	
Hire of Angel Meadow	2500.00	2500.00	
Wayleaves	1.00	1.00	
BCGS	350.00	375.00	
P3 Footpath	313.00	150.00	
Total Income:	3164.00	3026.00	

Budgets for 2017/18 Precept

ALLOTMENTS EXPENDITURE:	2016/17 BUDGET	2017/18 BUDGET £	Notes:
Miscell items (fuel repairs etc)	525.00	150.00	
Water Rates	525.00	525.00	
Total Expenditure:	525.00	675.00	
ALLOTMENTS INCOME:	BUDGET	2017/18 BUDGET	
Allotment Hirings	1500.00	1500.00	
Allotment Water Rates	0.00	525.00	
Allotment Deposits	0.00	0.00	
Total Income:	1500.00	2025.00	

Budgets for 2017/18 Precept

General Administration

	2016/17	2017/18	Notes:
<u>EXPENDITURE:</u>	BUDGET £	BUDGET £	
N Salaries inc Employees NI & Pension Conts	29,000.00	30000.00	
O Employers NI Conts	1,800.00	2500.00	
P Employers Pension Conts	6,750.00	7500.00	
Q Staff Related Costs to BVH Charity	1,000.00	500.00	
R Councillors Expenses	500.00	500.00	
S Professional Fees	1,000.00	1000.00	
T Telecommunications	600.00	500.00	
U Payroll Charge	400.00	400.00	
V Insurance	1,500.00	1500.00	
W Postage	50.00	50.00	
X Photocopier	500.00	500.00	
Y Stationery, Equipment & Office Sundries	600.00	600.00	
Z Computer Equipment & Maintenance	1,000.00	3000.00	
AA Subscriptions	1,100.00	1100.00	
AB Training	0.00	0.00	
AC Audit	600.00	600.00	
AD Play in the park	1500.00	1700.00	
AE Election Costs	0.00	0.00	
AF Communications/Youth Provision	1,000.00	1000.00	
AG PC Office Rental & Hall Hire	2,500.00	10000.00	Increase agreed 20.4.16
AH Grants & Donations:	5,000.00	3000.00	
AI Village Events	1000.00	0.00	
AJ Senior Lunch	1500.00	1500.00	
AK Admin Miscellaneous	250.00	250.00	
BA Public Works Board Loan Repayments	33456.00	33456.00	
BC Planning	10,000.00	10000.00	
Total Expenditure:	102,606.00	111156.00	

General Administration			
INCOME:	BUDGET	2017/18 BUDGET	Notes:
N Photo Copying	10.00	10.00	
O Publications	0.00	0.00	
Q Bank Interest	100.00	100.00	
R National Savings Bank Interest	1,000.00	1000.00	
S Precept	0.00		
T Staff related costs to BVH Charity	1,000.00	500.00	
U Grants Received (Precept etc)	4,152.00		
V Planning Contributions from CCC	0.00	0.00	
W Miscellaneous Income	50.00	50.00	
AF PWB Loan Transfers	33,456.00	33456.00	
AI Income from Senior Lunch	500.00	500.00	
Total Income:	40268.00	35616.00	

