

PROBUS PARISH COUNCIL

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Minutes of the Meeting of Probus Parish Council (Finance Committee) held on Monday 2nd November 2015 in the Probus Village Hall commencing at 7.30pm.

Members Present:

Councillors Williams, Cole, Champion, Blayney, Sutherland, Deards & Rogers.

1. Apologies

Cllrs Jones & Dart.

Absent: Cllrs Russell & Mugford.

2. Declaration of Interests on Agenda Items

Councillors Rogers, Sutherland & Blayney declared a non-pecuniary interest Village Hall (committee members)

Councillors Sutherland & Deards declared a non-pecuniary interest in Playing Field (committee members).

3. Review of staff costs including toilet cleaner & Fees.

Budget estimate circulated with agenda, together with the list of ear-marked funds.

Toilet cleaner, current salary is £210 per month.

Proposal by Cllr Cole to make no change as inflation is 0% seconded Cllr Deards, unanimous.

The above was duly **resolved**.

Handyman, currently £9 per hour, he has undertaken and passed Legionella testing this year.

Proposal by Cllr Cole to increase to £9.50 per hour from 1st April 2016, seconded Cllr Rogers, carried.

The above was duly **resolved**.

Clerk's salary is set by NALC, SCP 35.

Cemetery fees circulated with the agenda:

Section 1 Interments, proposal by Cllr Sutherland to make no change, seconded Cllr Champion, unanimous.

The above was duly **resolved**.

Section 2 Monuments, proposal by Cllr Sutherland to make no change, seconded Cllr Deards, unanimous.

The above was duly **resolved**.

Section 3 Ashes, proposal by Cllr Rogers to make no change, seconded Cllr Sutherland, unanimous.

The above was duly **resolved**.

Section 4 Other, proposal by Cllr Sutherland to add £50 administrative fee for exhumation once permit has been received from the Home Office, with immediate effect, leave other charges unchanged, seconded Cllr Deards, unanimous.

The above was duly **resolved**.

Proposal by Cllr Champion to make no change to MUGA fees (£5 per hour for floodlights) seconded Cllr Sutherland, unanimous.

The above was duly **resolved**.

Proposal by Cllr Deards to make no change to the car park (£100 per year or £10 per month) seconded Cllr Cole, unanimous.

The above was duly **resolved**.

4. To set Precept (To review and approve annual budget & set precept)

Budget statement circulated with the agenda,

Cllr Sutherland stated the Parish Council had promised to reduce the precept by £5,000.

Cllrs Rogers, Blayney & Sutherland left the room when Village Hall grant request was discussed.

Final budget attached to these minutes as Appendix 1.

Proposal by Cllr Williams to recommend to Full Council to set the Precept at £46,039.84 seconded Cllr Sutherland, unanimous.

The above was duly **resolved**.

This is a reduction of £5,170.73.

Ear-marked reserves considered and it was **agreed** to leave unchanged.

5. Appoint/re-appoint internal auditor.

Proposal by Cllr Williams to re-appoint Ken Abraham, seconded Cllr Champion, carried.

The above was duly **resolved**.

6. Review of effectiveness of internal audit & internal control.

Statement of Internal Control circulated with agenda.

Proposal by Cllr Williams to approve and adopt the Statement, seconded Cllr Champion.

7. Risk Assessment-to review risk and to ensure adequately insured

Clerk has completed the Risk Assessment.

No new assets purchased this year therefore no new risks.

Proposal by Cllr Champion to approve and adopt the Risk Assessment, seconded Cllr Deards, carried.

The above was duly **resolved**.

There being no further business the meeting closed at 9pm

Chairman.....

Date.....

Appendix 1

Probus Parish Council Budget For Precept Year 2016/2017

Appendix 1

Items	Spent year to 31.3.2014	Cost to 31.10.15	Projected Year End 31.3.16	Prop. Budget 2016/2017
Grass Cutting	£7,000.00	£4,200.00	£7,200.00	£7,200.00
Playing Field/Open Spaces	£4,666.06	£1,284.78	£1,284.78	£1,500.00
Village Hall	£2,584.23	£939.78	£939.78	£3,600.00
Street Lighting	£669.28	£500.06	£3,500.00	£2,000.00
Car Park	£1,430.00	£109.00	£109.00	£0.00
Public Toilets(excl staff)	£706.24	£320.62	£1,000.00	£1,000.00
Parish Clock Service	£6,390.00	£898.00	£1,200.00	£500.00
War Memorial	£0.00	£0.00	£0.00	£0.00
Play Area/MUGA	£4,444.22	£3,181.24	£4,827.00	£5,000.00
Weed Spraying	£326.00	£664.00	£664.00	£500.00
Cemetery Maintenance	£2,346.02	£0.00	£3,000.00	£1,000.00
Capital Project	£24,959.00	£5,500.00	£5,500.00	£0.00
War shrine	£0.00	£0.00	£0.00	£0.00
	£55,521.05	£17,597.48	£29,224.56	£22,300.00
Insurance	£1,560.57	£1,527.12	£1,527.12	£1,700.00
Staff costs to date	£17,711.74	£9,997.97	£17,664.72	£20,000.00
Website	£205.00	£150.00	£150.00	£210.00
Audit charges	£525.00	£600.00	£600.00	£800.00
Parish Magazine	£500.00	£500.00	£500.00	£500.00
Meeting room hire	£267.00	£99.00	£210.00	£250.00
Stationery/phone/postage etc	£810.52	£560.86	£800.00	£1,000.00
CALC & SLCC Subscription	£627.93	£521.36	£600.00	£620.00
Cllr Mileage	£261.00	£38.70	£150.00	£200.00
Training	£231.33	£56.00	£260.00	£400.00
Dog Bin emptying	£208.00	£208.20	£208.20	£250.00
Planning consultants	£11,127.50	£0.00	£0.00	£0.00
Repairs Bus shelter/notice b	£0.00	£0.00	£420.00	£0.00
	£34,035.59	£14,259.21	£23,090.04	£25,930.00
Capital Projects				
Computer	£0.00	£0.00	£0.00	£0.00
Rockeries & Britain in Bloom	£0.00	£0.00	£0.00	£0.00

Neighbourhood Plan	£0.00	£0.00	£0.00	£5,000.00
Reserve	£0.00	£0.00	£0.00	£0.00
Election	£0.00	£0.00	£0.00	£0.00
TOTAL	£89,556.64	£31,856.69	£52,314.60	£53,230.00

Income other than precept

Burials & Interments	£1,257.00	£1,572.00	£2,000.00	£1,000.00
Car Park spaces	£920.00	£1,050.00	£1,200.00	£1,000.00
MUGA use	£475.00	£0.00	£100.00	£100.00
S106 Grant	£26,959.00	£0.00	£0.00	£0.00
Other grants/insurance	£14,859.06	£1,540.00	£0.00	£0.00
Agency Agreement	£2,308.96	£0.00	£2,308.96	£2,308.96
Council Tax Grants	£3,996.31	£3,265.96	£3,265.96	£2,776.00
Bank Interest	£5.31	£2.69	£5.20	£5.20
TOTAL	£50,780.64	£7,430.65	£8,880.12	£7,190.16

Diff between in/ outs	£38,776.00	£24,426.04	£43,434.48	£46,039.84
Current Precept	£45,000.00		£51,210.57	£46,039.84