

# PROBUS PARISH COUNCIL

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## Minutes of the Meeting of Probus Parish Council (Finance Committee) held on Monday 6<sup>th</sup> November 2017 in the Probus Village Hall commencing at 6.30pm.

### Members Present:

Cllrs Gillard, Blayney, Sutherland, Deards, & Dalton.

#### 1. Apologies

Cllrs Champion, Hull, Budden & Goldsworthy.

#### 2. Declaration of Interests on Agenda Items

Councillor Blayney declared a non-pecuniary interest Village Hall (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 £230 per month.

Proposal by Cllr Deards to increase to £235 per month from 1<sup>st</sup> April 2018, seconded, Cllr Sutherland, carried.

The above was duly **resolved**.

**Recommendation:** Toilet cleaner salary £235 per month from 1<sup>st</sup> April 2018.

Handyman, currently £9.50 per hour.

Proposal by Cllr Deards to increase to £10 per hour from 1<sup>st</sup> April 2018, seconded Cllr Dalton, carried.

The above was duly **resolved**.

**Recommendation:** Handyman's salary increased to £10 per hour from 1<sup>st</sup> April 2018.

Clerk's salary is NALC SCP 35, rise not set yet, if any (normally 1%) currently 15 hours per week.

Car Park- currently £100 per space or £10 per month.

Proposal by Cllr Sutherland to increase car parking spaces by £5 per year (£105 per space) and leave monthly at £10 per month, seconded Cllr Deards, carried.

The above was duly **resolved**.

**Recommendation:** Annual Car Park Permit £105 from 1<sup>st</sup> April 2018.

MUGA- currently £5 per hour floodlights.

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

The above was duly **resolved**.

**Recommendation:** No change to MUGA floodlight fees.

Cemetery fees circulated with the agenda:

Cemetery fees amended as Appendix 1.

Proposal by Cllr Sutherland to approve as amended, from 1<sup>st</sup> April 2018, seconded Cllr Deards, unanimous.

The above was duly **resolved**.

**Recommendation:** Cemetery fees as amended from 1<sup>st</sup> April 2018.

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

Budget statement circulated with the agenda.

Figures went through and adjustments made to grants and bus shelters, attached as Appendix 2.

Proposal by Cllr Deards it is recommended to Full Council the precept for 2018/19 is £47,041.61, seconded Cllr Sutherland, unanimous.

**Recommendation:** Precept set at £47,041.61.

**5. Review of effectiveness of internal audit & internal control.**

Statement of Internal Control circulated with agenda.

Proposal by Cllr Dalton to approve and adopt the Statement, seconded Cllr Blayney, carried.

The above was duly **resolved**.

**6. Risk Assessment**-*to review risk and to ensure adequately insured*

Risk Assessment circulated with the agenda.

No new assets purchased this year therefore no new risks.

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

The above was duly **resolved**.

There being no further business the meeting closed at 7.45pm

**Chairman**.....

**Date**.....

# PROBUS PARISH COUNCIL

## REVISION OF CEMETRY FEES

With effect from the 1<sup>st</sup> April 2018 following fees will apply:

### 1. Interments

a. A still-born child, or child whose age at the time of death did not exceed one month	FREE
b. A person whose age at the time of death did not exceed 16 years	£150
c. A person whose age at the time of death exceeded 16 years	£350
d. 2 <sup>nd</sup> interment in an existing grave	£150

### 2. Monuments

a. A headstone or cross not exceeding 2'6" (762 mm)	£75
b. Any inscription after the first	£30

### 3. Interment of Ashes

a. Placement of ashes in space 24" x 24" (609.6 mm x 609.6 mm)	£187
b. 2 <sup>nd</sup> placement of ashes (either area) or within an existing grave	£77
c. Placement of slab 24" x 24" (609.6 mm x 609.6 mm)	£60
d. Any inscription after the first	£30

### 4. Other Charges

a. Copy of certificate	£30
b. Record searching fees	£30
c. Exhumation fee	£50

The above fees are doubled when the interred resided outside the Parish Boundary.

Reserving of Burial Space is not permitted and graves are issued on a strictly rotational basis.

As approved at the meeting on 20<sup>th</sup> November 2017.

<b>Budget For Precept Year 2018/2019</b>						
<b>Appendix 2</b>						
Items	Spent year to	Spent year to	Spent year to	Spent to	Projected Year E	Prop. Budget
	31.3.2015	31.3.2016	31.3.2017	31.10.2017	31.3.18	2018/2019
Grass Cutting	£7,000.00	£7,200.00	£7,200.00	£4,200.00	£8,000.00	£8,000.00
Playing Field/Open Spaces	£4,666.06	£1,434.78	£1,532.39	£1,611.87	£3,000.00	£2,000.00
Village Hall	£2,584.23	£2,793.42	£1,708.19	£1,131.87	£1,131.87	£1,200.00
Street Lighting	£669.28	£956.16	£2,505.61	£439.62	£2,000.00	£1,500.00
Car Park	£1,430.00	£1,093.00	£466.00	£54.17	£600.00	£500.00
Public Toilets(excl staff)	£706.24	£600.35	£724.74	£489.47	£1,000.00	£1,000.00
Parish Clock	£6,390.00	£1,050.00	£152.00	£1,000.00	£1,000.00	£100.00
War Memorial	£0.00	£0.00	£0.00	£0.00	£0.00	£100.00
Play Area/MUGA	£4,444.22	£4,612.89	£4,822.23	£2,305.78	£5,000.00	£5,000.00
Weed Spraying	£326.00	£797.47	£112.42	£45.37	£100.00	£120.00
Cemetery Maintenance (exc grass)	£2,346.02	£46.33	£0.00	£0.00	£320.00	£500.00
Capital Project	£24,959.00	£5,500.00	£2,586.44	£126.69	£5,000.00	£5,000.00
War shrine	£0.00	£0.00	£0.00	£0.00	£0.00	£200.00
	<b>£55,521.05</b>	<b>£26,084.40</b>	<b>£21,810.02</b>	<b>£11,404.84</b>	<b>£27,151.87</b>	<b>£25,220.00</b>
Insurance	£1,560.57	£1,527.12	£1,359.38	£1,320.90	£1,320.90	£1,600.00
Staff costs to date	£17,711.74	£17,665.26	£17,760.94	£10,597.12	£18,000.00	£20,000.00
Website	£205.00	£150.00	£205.00	£150.00	£150.00	£210.00
Audit charges	£525.00	£600.00	£625.00	£625.00	£450.00	£500.00
Parish Magazine	£500.00	£500.00	£1,000.00	£0.00	£500.00	£500.00
Meeting room hire	£267.00	£183.00	£186.00	£92.00	£200.00	£200.00
Stationery/phone/postage etc	£810.52	£1,021.64	£1,086.04	£648.97	£1,100.00	£1,200.00
CALC & SLCC Subscription	£627.93	£673.29	£668.82	£574.32	£700.00	£750.00
ClIr Mileage	£261.00	£169.20	£15.30	£0.00	£0.00	£200.00
Training	£231.33	£538.00	£327.50	£342.50	£500.00	£600.00
Dog Bin emptying	£208.00	£418.28	£224.10	£0.00	£250.00	£250.00
Planning consultants/legal	£11,127.50	£0.00	£400.00	£0.00	£0.00	£0.00
Grants	£0.00	£0.00	£300.00	£115.00	£115.00	£750.00
Repairs Bus shelter/notice b	£0.00	£0.00	£7.08	£0.00	£1,000.00	£150.00
	<b>£34,035.59</b>	<b>£23,445.79</b>	<b>£24,165.16</b>	<b>£14,465.81</b>	<b>£24,285.90</b>	<b>£26,910.00</b>
Computer	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Rockeries	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
MUGA	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Reserve	£0.00	£0.00	£340.04	£0.00	£0.00	£0.00
Election	£0.00	£0.00	£0.00	£0.00	£500.00	£0.00
<b>TOTAL</b>	<b>£89,556.64</b>	<b>£49,530.19</b>	<b>£46,315.22</b>	<b>£25,870.65</b>	<b>£51,937.77</b>	<b>£52,130.00</b>
<b>Income other than precept</b>						
Burials & Interments	£1,257.00	£2,889.00	£1,772.00	£505.00	£1,000.00	£1,000.00
Car Park spaces	£920.00	£1,220.00	£1,260.00	£1,010.00	£1,200.00	£1,200.00
MUGA use	£475.00	£125.00	£506.00	£0.00	£500.00	£100.00
S106 Grant	£26,959.00	£0.00	£0.00	£0.00	£0.00	£0.00
Other grants/insurance/misc	£14,859.06	£2,290.00	£2,711.84	£1,500.00	£1,500.00	£0.00
Agency Agreement	£2,308.96	£1,742.05	£1,783.39	£0.00	£1,783.39	£1,783.39
Council Tax Grants	£3,996.31	£3,265.96	£2,894.08	£1,878.51	£1,878.51	£1,000.00
Bank Interest	£5.31	£5.34	£5.34	£2.71	£5.30	£5.00
<b>TOTAL</b>	<b>£50,780.64</b>	<b>£11,537.35</b>	<b>£10,932.65</b>	<b>£4,896.22</b>	<b>£7,867.20</b>	<b>£5,088.39</b>
Diff between in/ outs	£38,776.00	£37,992.84	£35,382.57	£20,974.43	£44,070.57	£47,041.61
Current Precept	£45,000.00	£51,269.15	£46,039.84	£45,337.95		