

PROBUS PARISH COUNCIL

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Minutes of the Meeting of Probus Parish Council (Finance Committee) held on Monday 2nd November 2020 via Zoom commencing at 7.30pm.

Members Present:

Cllrs Gillard, Sutherland, Deards, Dalton, Maskill & Goldsworthy.

1. Election of Finance Committee Chairman for municipal year.

Proposal by Cllr Deards, Cllr Gillard is Finance Committee Chairman for the municipal year, seconded Cllr Sutherland, carried.

The above was duly **resolved**.

2. Apologies

Cllrs Blayney & Faull. Absent Cllr Saunders-Fern & Budden.

3. Declaration of Interests on Agenda Items

Cllrs Maskill & Goldsworthy declared a non- registerable interest Village Hall (committee members)

Cllr Maskill declared a non-registerable interest in Playing Field (committee member).

Cllr Gillard declared a non-registerable in Village Hall (partner Chairperson)

4. Public Participation.

No public present.

Clerk's briefing circulated with meeting papers.

5. Review fees (cemetery, car park, MUGA).

Budget estimate circulated with agenda.

Car Park- currently £110 per space per year or £10 per month.

Proposal by Cllr Gillard not to alter charges for the forthcoming municipal year, seconded Cllr Maskill, carried.

The above was duly **resolved**.

Recommendation: Annual Car Park Permit remain unchanged for the forthcoming municipal year.

MUGA- currently £7.50 per hour for floodlights, no charge to Probus Youth Football Club.

Proposal by Cllr Gillard not to change MUGA charge for the forthcoming municipal year, seconded Cllr Maskill, unanimous.

The above was duly **resolved**.

Recommendation: MUGA fees remain unchanged for the forthcoming municipal year.

Cemetery fees circulated with the agenda:

Discussion took place.

Proposal by Cllr Gillard to increase as Appendix 1 Cemetery fees for the forthcoming municipal year, seconded Cllr Maskill, unanimous.

The above was duly **resolved**.

Recommendation: Cemetery fees to increase as Appendix 1 for the forthcoming municipal year.

- 6. To consider and resolve to exclude members of the public due to confidentiality of next agenda item.**
No public present.
- 7. Review of staff costs (Toilet Cleaner, Handyman, Enforcement Officer & Clerk).**
Staff costs discussed and recommendations approved.
- 8. To set Precept 2021-22** *(To review and approve annual budget & set precept)*
Budget statement circulated with the agenda.
Figures went through and agreed as Appendix 2.
Proposal by Cllr Maskill it is recommended to Full Council the precept for 2021/22 is £51,712.11, and ear-marked agreed as £52,613.32 seconded Cllr Sutherland, unanimous.
Recommendation: Precept set at £51,712.11 and earmarked agreed as £52,613.32.
- 9. Review of effectiveness of internal audit & internal control.**
Statement of Internal Control circulated with agenda.
Proposal by Cllr Goldsworthy to approve and adopt the Statement, seconded Cllr Deards, carried.
The above was duly **resolved**.
- 10. Risk Assessment**-*to review risk and to ensure adequately insured*
Risk Assessment circulated with the agenda.
Proposal by Cllr Gillard to approve and adopt the Risk Assessments, seconded Cllr Deards, carried.
The above was duly **resolved**.
To query insurance on porta-cabin, to check with Doctors, delegated to Chairman to enquire.
- 11. Internal Audit- to consider to appoint Internal Auditor.**
Proposal by Cllr Dalton to re-appoint Aalgaard Renshaw, seconded Cllr Deards, carried.
The above was duly **resolved**.

There being no further business the meeting closed at 9.27pm

Chairman.....Date.....

Appendix 1

1. Interments

a. A still-born child, or child whose age at the time of death did not exceed 18 years	FREE
b. A person whose age at the time of death exceeded 18 years	£410
c. 2 nd interment in an existing grave	£180

2. Monuments

a. A headstone or cross not exceeding 2'6" (762 mm)	£80
b. Any inscription after the first	£32

3. Interment of Ashes

a. Placement of ashes in space 24" x 24" (609.6 mm x 609.6 mm)	£220
b. 2 nd placement of ashes (either area) or within an existing grave	£95
c. Placement of slab 24" x 24" (609.6 mm x 609.6 mm)	£80
d. Any inscription after the first	£32

4. Other Charges

a. Copy of certificate	£32
b. Record searching fees	£32
c. Exhumation fee	£52

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.

Appendix 2						
Items	Spent year to 31.3.2018	Spent year to 31.3.2019	Spent to 31.3.2020	Spent to 31.10.20	Projected Year End 31.3.21	Prop. Budget 2021/2022
Grass Cutting	£7,200.00	£7,800.00	£7,950.00	£4,200.00	£8,000.00	£8,000.00
Playing Field/Open Spaces	£1,581.87	£1,980.40	£1,488.15	£1,056.77	£2,000.00	£2,000.00
Village Hall	£1,131.87	£1,200.00	£913.59	£937.07	£937.07	£1,000.00
Street Lighting	£765.90	£1,497.69	£147.32	£144.63	£300.00	£300.00
Car Park	£666.37	£491.00	£500.00	£0.00	£600.00	£600.00
Public Toilets(excl staff)	£866.02	£405.05	£1,592.07	£758.18	£1,250.00	£1,250.00
Parish Clock	£1,000.00	£0.00	£0.00	£0.00	£0.00	£0.00
War Memorial	£86.73	£100.00	£0.00	£0.00	£0.00	£0.00
Play Area/MUGA	£4,655.64	£5,301.12	£4,975.39	£1,677.09	£3,500.00	£4,000.00
Weed Spraying	£45.37	£49.28	£71.00	£0.00	£100.00	£100.00
Commercial Waste collection	£0.00	£0.00	£0.00	£425.00	£750.00	£1,000.00
Cemetery Maintenance (exc grass)	£704.75	£439.52	£7.31	£30.00	£100.00	£1,250.00
Capital/Community Projects	£816.67	£3,904.13	£2,689.39	£816.00	£3,000.00	£0.00
	£19,521.19	£23,168.19	£20,334.22	£10,044.74	£20,537.07	£19,500.00
Insurance	£1,320.90	£1,347.32	£1,547.30	£1,600.47	£1,600.47	£1,700.00
Staff costs to date	£18,253.29	£18,946.05	£20,174.64	£13,873.74	£23,000.00	£27,000.00
Website	£150.00	£210.00	£330.00	£790.00	£1,600.00	£250.00
Email address	£0.00	£0.00	£0.00	£18.00	£220.00	£240.00
Audit charges	£450.00	£450.00	£600.00	£700.00	£700.00	£800.00
Parish Magazine	£0.00	£500.00	£500.00	£1,000.00	£1,000.00	£1,000.00
Meeting room hire/zoom	£167.00	£195.00	£396.00	£86.37	£200.00	£210.00
Post Office Room Hire						£1,728.00
Stationery/phone/postage etc	£1,253.85	£1,200.00	£1,164.19	£637.33	£1,200.00	£1,300.00
CALC & SLCC Subscription	£690.82	£721.43	£792.76	£719.02	£719.02	£800.00
Cllr Mileage	£0.00	£0.00	£0.00	£0.00	£0.00	£200.00
Training	£371.50	£92.10	£93.75	£30.00	£200.00	£300.00
Dog Bin emptying	£0.00	£233.17	£249.39	£0.00	£260.00	£300.00
Planning consultants/legal	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Grants	£1,250.00	£405.00	£0.00	£0.00	£1,000.00	£1,000.00
Repairs Bus shelter/notice b	£762.00	£150.00	£75.00	£50.00	£150.00	£150.00
	£24,669.36	£24,450.07	£25,923.03	£19,504.93	£31,849.49	£36,978.00
For ear-marked						
Computer	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Rockerries	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
MUGA/Play Area	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Reserve	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Election	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
TOTAL	£44,190.55	£47,618.26	£46,257.25	£29,549.67	£52,386.56	£56,478.00
Income other than precept						
Burials & Interments	£1,961.00	£2,287.00	£585.00	£790.00	£1,000.00	£1,000.00
Car Park spaces	£1,310.00	£1,520.00	£850.00	£680.00	£1,100.00	£1,100.00
MUGA use	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
S106 Grant	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
Other grants/insurance/misc	£0.00	£3,958.08	£77.90	£2.90	£77.90	£77.90
Agency Agreement	£1,783.39	£272.34	£1,469.37	£0.00	£1,783.39	£1,783.39
Council Tax Grants	£1,878.50	£1,456.12	£1,327.68	£1,082.96	£1,082.96	£800.00
Bank Interest	£5.32	£4.94	£2.65	£2.24	£4.50	£4.50
TOTAL	£6,938.21	£9,498.48	£4,312.60	£2,558.10	£5,048.75	£4,765.79
Difference	£37,252.34	£38,119.78	£41,944.65	£26,991.57	£47,337.81	£51,712.21
Current Precept	£45,337.95	£47,041.61	£47,566.61		£50,702.11	£51,712.21
Band D Council Tax on provisional tax base		£57.12	£55.78		£56.23	£57.35
Provisional tax base - 901.65						1.99%
Weeder from General Reserves - 90 hours @ £10.90						