

PROBUS PARISH COUNCIL

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Minutes of the Meeting of Probus Parish Council (Finance Committee) held on Monday 3rd November 2021 Probus Village Hall commencing at 7.30pm.

Members Present:

Cllrs Gillard, Sutherland, Deards, Dalton, Maskill, Goldsworthy, Faull, Glasson & Tofts.

To note these minutes are confidential due to salary information, this will be redacted for Public Minutes.

21/F01 Election of Finance Committee Chairman for municipal year.

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

The above was duly **resolved**.

21/F02 Apologies

Cllrs Saunders-Fern & Baker.

21/F03 Declaration of Interests on Agenda Items

Cllrs Goldsworthy & Glasson 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)

21/F04 Public Participation.

No public present.

Clerk's briefing circulated with meeting papers.

21/F05 Review fees (cemetery, car park, MUGA).

Budget estimate circulated with agenda.

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

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

Cemetery fees circulated with the agenda:

Discussion took place.

Proposal by Cllr Gillard to increase all fees by 3.5% for the forthcoming municipal year, seconded Cllr Glasson, unanimous.

The above was duly **resolved**.

Recommendation: All fees increase by 3.5%. Cemetery fees attached as Appendix 1.

21/F06 To consider and resolve to exclude members of the public due to confidentiality of next agenda item.

No public present.

21/F07 Review of staff costs (Toilet Cleaner, Handyman & Enforcement Officer).

Confidential staffing costs resolved.

21/F08 To set Precept 2022-23 (*To review and approve annual budget & set precept*)

Budget statement circulated with the agenda. Letter from Village Hall circ. via email prior to the meeting. Cllrs Gillard, Glasson, & Goldsworthy left the room during the discussion regarding the Village letter.

It was **resolved** not to add £5,000 to the budget, due to this increasing the Precept substantially, but to reallocate existing ear-marked reserves if Full Council resolve to approve the request.

Figures went through and agreed as Appendix 2.

Proposal by Cllr Gillard it is recommended to Full Council the precept for 2022/23 is £53,427.71, seconded Cllr Maskill, unanimous.

Recommendation: Precept set at £53,427.71.

21/F09 To review ear-marked reserves and to consider recommending to Full Council re-allocating some general reserves into ear-marked reserves.

Ear-marked reserves went through and agreed.

Proposal by Cllr Gillard to recommend to Full Council ear-marked reserves are set at £57,626.19. with additions made from General Reserves, seconded Cllr Maskill, carried.

The above was duly **resolved**. Itemised ear-marked reserves as Appendix 3.

21/F10 Review of effectiveness of internal audit & internal control.

Statement of Internal Control circulated with agenda.

Proposal by Cllr Gillard to approve and adopt the Statement, seconded Cllr Tofts, carried.

The above was duly **resolved**.

21/F11 Risk Assessment-*to review risk and to ensure adequately insured*

Risk Assessment & Asset Register circulated with the agenda.

Proposal by Cllr Gillard to add Village Hall at nil value to Asset Register and to approve and adopt the Risk Assessments, seconded Cllr Faull, carried.

The above was duly **resolved**.

21/F12 Internal Audit- to consider to appoint Internal Auditor.

Proposal by Cllr Gillard to re-appoint Aalgaard Renshaw, seconded Cllr Faull, carried.

The above was duly **resolved**.

There being no further business the meeting closed at 9.30pm

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

APPENDIX 1

PROBUS PARISH COUNCIL

REVISION OF CEMETERY FEES

With effect from the 1st April 2022 following fees will apply:

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	£424
c. 2nd interment in an existing grave	£186

2. Monuments

a. A headstone or cross not exceeding 2'6" (762 mm)	£83
b. Any inscription after the first	£33

3. Interment of Ashes

a. Placement of ashes in space 24" x 24" (609.6 mm x 609.6 mm)	£228
b. 2 nd placement of ashes (either area) or within an existing grave	£98
c. Placement of slab 24" x 24" (609.6 mm x 609.6 mm)	£83
d. Any inscription after the first	£33

4. Other Charges

a. Copy of certificate	£33
b. Record searching fees	£33
c. Exhumation fee	£54

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

Budget For Precept Year 2022/2023						
Items	Spent year to 31.3.2019	Spent to 31.3.2020	Spent to 31.3.21	Spent to 31.10.21	Projected Year End 31.3.22	Prop. Budget 2022/2023
Grass Cutting	£7,800.00	£7,950.00	£8,000.00	£4,200.00	£8,000.00	£10,000.00
Playing Field/Open Spaces	£1,980.40	£1,488.15	£1,256.77	£1,304.98	£2,000.00	£2,000.00
Village Hall	£1,200.00	£913.59	£937.07	£956.80	£956.80	£1,100.00
Street Lighting	£1,497.69	£147.32	£174.56	£143.02	£143.02	£300.00
Car Park	£491.00	£500.00	£0.00	£0.00	£0.00	£0.00
Public Toilets(excl staff)	£405.05	£1,592.07	£933.03	£443.96	£800.00	£1,000.00
Parish Clock	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
War Memorial	£100.00	£0.00	£0.00	£0.00	£0.00	£0.00
Play Area/MUGA	£5,301.12	£4,975.39	£2,916.02	£2,375.61	£4,000.00	£4,000.00
Weed Spraying	£49.28	£71.00	£0.00	£225.49	£225.49	£100.00
Commercial Waste collection	£0.00	£0.00	£753.30	£496.30	£850.00	£1,000.00
Cemetery Maintenance (exc grass)	£439.52	£7.31	£40.00	£271.52	£400.00	£300.00
Capital/Community Projects	£3,904.13	£2,689.39	£1,329.17	£0.00	£0.00	£1,500.00
	£23,168.19	£20,334.22	£16,339.92	£10,417.68	£17,375.31	£21,300.00
Insurance	£1,347.32	£1,547.30	£1,600.47	£1,646.98	£1,646.98	£1,700.00
Staff costs to date	£18,946.05	£20,174.64	£23,124.82	£15,931.85	£27,000.00	£27,000.00
Website	£210.00	£330.00	£1,525.00	£220.00	£220.00	£250.00
Email address	£0.00	£0.00	£198.00	£18.00	£220.00	£240.00
Audit charges	£450.00	£600.00	£700.00	£600.00	£600.00	£800.00
Parish Magazine	£500.00	£500.00	£1,000.00	£1,000.00	£1,000.00	£1,000.00
Meeting room hire	£195.00	£396.00	£98.36	£48.00	£208.00	£250.00
Stationery/phone/postage/zoom/licenses etc	£1,200.00	£1,164.19	£889.78	£833.09	£1,200.00	£1,600.00
CALC & SLCC Subscription	£721.43	£792.76	£719.02	£740.59	£740.59	£800.00
Cllr Mileage	£0.00	£0.00	£0.00	£0.00	£0.00	£200.00
Training	£92.10	£93.75	£30.00	£0.00	£200.00	£1,200.00
Dog Bin emptying	£233.17	£249.39	£249.39	£0.00	£260.00	£300.00
Grants	£405.00	£0.00	£0.00	£429.75	£1,000.00	£1,000.00
Repairs Bus shelter/notice b	£150.00	£75.00	£75.00	£25.00	£100.00	£100.00
	£24,450.07	£25,923.03	£30,209.84	£21,493.26	£34,395.57	£36,440.00
For ear-marked						
Computer	£0.00	£0.00	£500.00	£0.00	£0.00	£0.00
Jubilee Gardens	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
MUGA/Play Area	£0.00	£0.00	£1,500.00	£0.00	£0.00	£1,000.00
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	£47,618.26	£46,257.25	£48,549.76	£31,910.94	£51,770.88	£58,740.00
Income other than precept						
Burials & Interments	£2,287.00	£585.00	£1,775.00	£727.00	£1,500.00	£1,500.00
Car Park spaces	£1,520.00	£850.00	£1,250.00	£1,035.00	£1,250.00	£1,250.00
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	£3,958.08	£77.90	£2.90	£2.90	£77.90	£77.90
Agency Agreement	£272.34	£1,469.37	£761.00	£0.00	£1,783.39	£1,783.39
Council Tax Grants	£1,456.12	£1,327.68	£1,082.96	£954.92	£954.92	£700.00
Bank Interest	£4.94	£2.65	£2.69	£0.54	£1.00	£1.00
TOTAL	£9,498.48	£4,312.60	£4,874.55	£2,720.36	£5,567.21	£5,312.29
Difference	£38,119.78	£41,944.65	£43,675.21	£29,190.58	£46,203.67	£53,427.71
Current Precept	£47,041.61	£47,566.61	£50,702.11		£51,712.11	£53,427.71
Band D Council Tax on tax base	£57.12	£55.78	£56.23		£57.35	
Tax base - 901.65 2021/22						
Tax base for 2022/23 not published						

APPENDIX 3

Earmarked Reserves	1st April 2021	Additions	Spent	Total
Pavilion	£2,239.42	£2,760.58	£0.00	£5,000.00
Car Park	£13,590.00	£0.00	£0.00	£13,590.00
Playing Field Plans/OS	£3,500.00	£0.00	£0.00	£3,500.00
War Shrine & Memorials	£250.00	£50.00	£0.00	£300.00
Election	£2,175.15	£1,824.85	£0.00	£4,000.00
Muga	£3,722.50	£277.50	£0.00	£4,000.00
Play Area	£4,721.42	£3,278.58	£0.00	£8,000.00
	£0.00	£0.00	£0.00	£0.00
Neighbourhood Plan	£6,000.00	£0.00	£0.00	£6,000.00
Streetlight repairs	£1,000.00	£0.00	£0.00	£1,000.00
Defibrillators/ first responder	£356.18	£0.00	£0.00	£356.18
Well restoration	£1,590.00	£455.70	£1,545.70	£500.00
Office equipment	£843.00	£157.00	£0.00	£1,000.00
Community Projects (Covid 19 grant)	£10,170.00	£0.00	£789.99	£9,380.01
Feed the hungry of Probus	£1,103.05	£0.00	£1,103.05	£0.00
Toilets	£93.80	£906.20	£0.00	£1,000.00
Total	£51,354.52	£9,710.41	£3,438.74	£57,626.19