

Minutes of the **FINANCE SUB-COMMITTEE** of Buckland Monachorum Parish Council held at Clearbrook Village Hall on **WEDNESDAY** the **9TH NOVEMBER 2016** at **7.30pm**

Present: Cllrs M Fowler (Chairman of Council), V Bolitho, S Britton, S Challiss, D Butland, L Wood & S Woollacott

In Attendance: Mrs Kelly Johns (Parish Clerk)

342/16 **TO ELECT A SUB-COMMITTEE CHAIRMAN FOR THE ENSUING YEAR**

Cllr Britton, seconded by Cllr Challiss, proposed that Cllr Fowler be appointed Sub-Committee Chairman for the ensuing year. It was unanimously **AGREED** that Cllr Fowler be appointed Sub-Committee Chairman for the ensuing year.

343/16 **APOLOGIES FOR ABSENCE** None

344/16 **DECLARATION OF INTERESTS** Cllr Lucy Wood declared a pecuniary interest in the item as she would be requesting a donation towards the site survey fee for Buckland Food Growers under the Donations item. Therefore, she will not take part in the discussion of this item.

345/16 **REVIEW OF THE FOLLOWING:**

a) Cemetery fees:

It was **RECOMMENDED** for the following fee to be increased:

- i. Fee for Transfer of Exclusive Right of Burial where a Statutory Declaration (SD) is required will be increased from £50.00 to £100.00. Standard Transfers where a SD is not required will remain at £50.00. The increase is due to the level of administration time that can be taken by the Clerk as these transfers are complicated.
- ii. All other fees to remain at the same level and to be next reviewed at the Finance Sub-Committee meeting in November 2017.

b) Current Financial Regulations: The Clerk pointed out that the current Regulations have only recently been approved in January 2016 and required only a minor amendment. Earlier in 2016 the PC had investigated the possibility of the Clerk holding a credit card on behalf of the Parish Council. This is possible, but the minimum limit allowed is £500.00. A discussion was had regarding the level of spending required and it was **RECOMMENDED** that the Clerk apply for a credit card with a £500.00 limit, but there will be no capping per transaction as some items such as noticeboards etc. can be well in excess of the £100 cap per spend originally agreed.

It is also **RECOMMENDED** that Chapter 6.18 of the Current Financial Regulation are amended to reflect the removal of the £100.00 limit per transaction. The Clerk will present a copy of the Credit Card Statement for scrutiny at every meeting of Full Council. The Financial Regulations will next be reviewed at the next Finance Sub-Committee meeting in November 2017.

c) General and Financial Risk Assessment: It is **RECOMMENDED** to amend the current Risk Assessment to reflect a change in risk from low to medium for the safe storage of Council Records. This is because the Clerk's home is used for the safe storage of important historical burial records. Therefore, the 2017/18 Budget will reflect this by allowing £1000.00 for fireproof storage for these items, including the PC's external hard drive. The General and Financial Risk Assessment will next be reviewed at the Finance Sub-Committee meeting in November 2017.

d) Asset Register: It was **RECOMMENDED** to approve and adopt the updated register as drafted by the Clerk. To be next reviewed at the Finance Sub-Committee meeting in November 2017.

e) Rental fees of Parish Council land: No change to the fees for 2017/18 for both Churchtown Meadow and Crapstone Field/Barn. The Crapstone Field/Barn rental fees are subject to a 5% every other year (**Min 373/14(i)**) which was applied in 2015/2016 - 5% to be next applied in Nov 2017/2018. SW queried when the sheep owned by BFG should be removed from the Parish Meadow. A discussion was had on the matter and it is **RECOMMENDED** that the sheep are to graze the land between the 1st December until 28th February each year. The Clerk will write to the group outlining this decision.

346/16 **REVIEW OF ITEMS FOR PAYMENTS AND RECEIPTS FOR FY2016-2017**

The Clerk had prepared a finance report:

- **APPENDIX A:** A bank reconciliation as of 30th September 2016 was **NOTED**.
- **APPENDIX B:** A breakdown of the bank balance as of 30th September 2016 was **NOTED**.
- **APPENDIX C:** Details of receipts to 30th September 2016 and a forecast of receipts to 31st March 2017 were **NOTED**.
- **APPENDIX D:** Details of payments to 30th September 2017 were **NOTED**. Estimates of additional payments to 31st March 2016 were agreed based on terms and conditions of existing contracts and outstanding items of expenditure.

347/16 CONSIDERATION OF REQUESTS FOR GRANTS OR DONATIONS FOR THE FY2017-2018 BUDGET

Cllr Wood requested a donation be made to the Buckland Food Growers towards the £550.00 cost of surveying a potential premise for the use as a Village Shop in Buckland Monachorum (as part of the group's feasibility study). It was **RECOMMENDED** to give a donation in this financial year (2016/17), totalling £250.00 towards the cost of the survey.

Any further grants requests received after this meeting to be considered at the next meeting.

348/16 CONSIDERATION OF PAYMENTS AND RECEIPTS FOR THE FY2017-2018 BUDGET

Members reviewed the suggested draft receipts and budget for FY2017-2018.

- a) **Local business contribution to the cost of Yelverton roundabout grass-cutting:** As the Yelverton/Crapstone grounds maintenance contract cost is subject to 2.5% year-on-year increase, it was **RECOMMENDED** for the Yelverton roundabout grass-cutting contribution to increase by 2.5% (for 2017/18), the contribution will be £504.30.
- b) **Buckland Monachorum Grounds Maintenance Contract 2017/2018:** The Clerk will check any previous agreement regarding annual increases on the contract, otherwise the annual figure will be increased by 2.5%. The final increase will be reported at the next Finance Committee meeting in January for agreement.
- c) **Cemetery Tree and Hedge Works:** The large fir trees by the Lych Gate and other hedging throughout the cemetery still need phased works to manage them over the next few years. It was **RECOMMENDED** to include a further £3000.00 in a ring-fenced budget for 2017/2018 and include a sum of £3000 in the precept to fund the works required.
- d) **Buckland Monachorum New Play Kit Project:** It was **RECOMMENDED** for an additional £500 to be included in the 2017/2018 precept to assist in funding the rolling programme of kit replacement of the older play kit.
- e) **Parish Footpaths:** It was **RECOMMENDED** for an additional £200 to be included in the 2017/2018 precept to assist in funding footpath repairs and improvements as they arise.
- f) **Devolution of services contingency:** As the principal authorities are going to be continuing to cut services in a bid to save money, it is anticipated that local councils may be expected to either contribute financially or to take on certain services e.g. DCC's Highways contribution to BMPC for the cutting of the Yelverton roundabout area grass verges has been cut over recent years. Also many Parish Councils are being asked to take over the running of public toilets in their Parish. It was **RECOMMENDED** to add another £1500 to the budget created in the 2015/2016 fund for such a purpose from FY2017/18 and for this additional £1500 be included in the precept.

The Clerk will now produce a provisional budget based on the information above for circulation to Members prior to the next Finance meeting. The draft budget for the FY2017-18 will be presented at the January meeting of the Finance Committee for submission to Full Council.

349/16 RECOMMENDATION ON THE PRECEPT FOR FY2017-2018

As no confirmation of the FY2017-2018 Council Tax Support Grant or the tax base had yet been received from WDBC, an estimation of precept can only be made currently. Precept figure to be confirmed at the next meeting following receipt of the required FY2017-2018 figures from WDBC.

350/16 ITEMS FOR THE NEXT AGENDA

- To consider the annual increase in the Clerk's salary.

351/16 DATE OF FUTURE MEETINGS

Wednesday, 11th January 2017 at 8.00pm (venue tbc) - must be before the January 2016 Full Council meeting as the precept and budget recommendation needs to be ratified by Council in time for WDBC's precept application deadline at the end of January 2017.

The meeting closed at 9.58pm