

## FELSTED PARISH COUNCIL

### Minutes of the Finance Committee Meeting held on 25 November 2014 at 6:00 pm in the United Reformed Church Hall, Committee Room.

- Present** Councillors John Moore (Chairman), Richard Freeman, Graham Harvey and Kay Milford
- F14/22 **Apologies for absence and Declarations of Interest**  
Apologies were received from Councillor Rose.
- F14/23 **Minutes of Previous Meeting**  
Minutes of the meeting on 22 October 2014 were agreed and signed.
- F14/24 **Bank Reconciliation and PAYE records**  
Having had the opportunity to examine the records, the Chairman signed the Bank Reconciliation records for October 2014 and the PAYE records for November 2014.
- F14/25 **Review of Accounts for the current year to date**  
Councillors studied the 'Budget Comparison' prepared by the Clerk and noted the following amendments:  
**25.01 Receipts**  
**Allotment rents** – Members noted that £1226 had been received during October, with a further £500 (approx.) still due. The outstanding rents had been chased by the Clerk. Allotment income was likely to be around £200 less this year because of a number of plots becoming vacant.  
**MUGA hire** - Members were disappointed to note that there were currently no regular bookings for the MUGA (thought to be because the HRS facilities were available again, after being refurbished last year). The Budget was accordingly amended from £1080 to £100.  
**VAT Repayment Claim** – A claim totalling £12,900.14 had been prepared for the period 1 February to 30 November 2014.  
**Grants** - A claim for a UDC grant of up to £550 towards the cost of cleaning the War Memorial had been submitted.  
The agreed UDC Grant of £3500 towards the cost of repairing the pavilion would be claimed once the work had been completed and paid for.  
**25.02 Payments.** Members agreed the following variations to the 2014-15 Budget :
- Clerk's Expenses – Increased to £800 **(+£350)**
  - Street Lighting maintenance – Increased to £3,300 **(+£1000)**
  - Rent for storage facility – Increased to £600 **(+£300)** [NOTE: 2 years costs paid in the current financial year]
  - Stationery – Increased to £800 **(+£100)**
  - Training – Reduced to £400 **(-£200)**
  - Hire of halls – Reduced to £50 **(-£200)**
  - Hedgecutting – Increased to £750 **(+£750)**
  - Playing Field toilets – Increased to £1000 **(+£250)**
  - War Memorial refurbishment – Increased to £5350 **(+£5350)**
  - Pavilion Repairs – Increased to £6000 **(+£5000)**
  - Parking enforcement visits – Increased to £860 **(+£860)**
  - Village centre toilets – Reduced to NIL **(-£11,200)**

Projected expenditure increases for the year totalled £13,960 whilst projected expenditure reductions amounted to £11,600 resulting in an overall increase of £2,360. The Clerk would circulate the Revised Budget spreadsheet to members.

F14/26

**Precept for 2015-16 (including possible future projects)**

Members considered the Proposed Budget prepared by the Clerk which included regular expenditure plus anticipated spending on agreed projects (Felsted Neighbourhood Plan £5000 / FPC website £800 / Playing field hedge trimming £750 / planting £1000 and pavilion maintenance £300). **This element of the Proposed Budget totalled £51,150.**

Members went on to consider additional projects which had been suggested and their estimated costs:

Rubber surface under baby swings at Bannister Green and Willows Green (£3,000)

Election expenses (>£1,500)

Pavilion shower pump (£1,300)

Hedgecutting / Tree planting / Trimming trees in The Copse (£1900)

Neighbourhood Watch scheme (£500)

CCTV contract (£350)

Improvements to the verges around Bannister Green (£500)

**The estimated cost of these combined projects would total a further £9050.**

Members also considered provision of a **Reserve towards a long term project to provide a new Village Hall/ Sports Hall for the village (£10,000).**

The three spending elements would total £70,200. Members noted that the Precept in 2014-15 had included a significant increase on the previous year and after some general discussion it was agreed to recommend that the Council leave the figure unchanged for 2015-16 and recommend to the full Council that a Precept of £70,000 (to include the UDC LTCS Grant) be submitted.

F14/27

**Other items discussed**

**27.1 Sources of income in 2015-16** - Members agreed to look carefully at all possible sources of income for 2015, including the hire of the MUGA and promoting full use of the allotments.

**27.2 Agreement with FKS Schools for use of Playing Field** – It was agreed that the Clerk would establish the terms of the original agreement so that it could be decided if a review was required.

**27.3 Clerk's duties** – Members suggested that the Clerk's duties could be expanded to include Planning matters so that Felsted Parish Council only had one point of contact for all parish affairs. Such a change would necessarily involve a review of the Clerk's Terms and Conditions. The Clerk discussed the advantages of having the work split between two people (e.g. holiday/sickness cover) and her reluctance to increase her hours. It was agreed that the Clerk should be given time to consider this proposal further.

**27.4 Additional Parking enforcement visits** – It was agreed to ask the local schools to contribute towards the cost of these visits.

**27.5 Training for use of defibrillator** – It was agreed that the Council should arrange training for the defibrillator held in Linsells shop. The Council would pay for the hire of the hall whilst the Crix Green Mission Trust would pay for the trainer. Cllr Harvey would supply the Clerk with details of the trainer.

F14/28

**Next Meeting**

The meeting closed at 7.30pm.

The next meeting will be held on Wednesday 11 March 2015 at 6.00pm