

KINGSMEAD PARISH COUNCIL

Finance Committee

Kingsmead Parish Council
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Minutes of the Finance Committee Meeting held on Tuesday 28th November at 7.30pm at
Kingsmead Primary School

Attended by: Cllr Reed, Cllr Hoey, Cllr Bannister, Cllr Boylan & J O'Donoghue (Clerk)

1. To receive Apologies

Noted: There were no apologies

2. Disclosure of interest in items on the agenda

Noted: There were no disclosures of interest

3. To review office costs

Noted: It was noted that the current contract of employment for the Clerk includes an annual payment of £720 for provision of home office and it was agreed not to increase this sum. It was noted that there was an overpayment of £30 in April 2017 due to a typing error and the Clerk agreed to repay this to the Council.

4. To review vat return

Noted: The Clerk reported that the last VAT return was made 30/11/2016 covering the period 31/12/2015 to 30/11/2016, submitted online with accompanying documentation as required. The next claim will cover the period December 2016 to end November 2017.

5. To review employee costs (HMRC, Salary/salary scale and pension cost for Council information)

Noted: The Clerk reported that all HMRC submissions are filed in accounts file and RTI payments are submitted online using HMRC software. The Clerk is currently on LCP Salary Scale 36 for 15 hours a week. This was resolved at a meeting held 27th February 2017 and effected in April 2017. Subject to satisfactory appraisal, the Clerk is due an incremental increase in April 2018 to LCP Salary Scale 37. Pension records are filed with Cheshire Pension Fund and the employee contribution is 5.5% of pensionable salary, employer contribution is 20.8% for the tax year 2017-2018.

6. 2017 - 2018 Budget

a) To note progress to date

Noted: The Clerk provided a progress report to date (28/11/2017).

- b) To consider revisions to the budget (to be recommended to full council)

Resolved: It was agreed that: Clerk will provide a breakdown of costs under grounds maintenance contract (code 302) and additional maintenance (code 303); Xmas tree and lighting to be moved from annual payments (code 402) to events (new code 502); annual budget to remain at £185,842.

7. 2018 - 2019 Budget

- a) To consider budget for 2018 - 2019 (to be recommended to full council)

Noted: The budget figures for previous years were noted as follows:

KMPC	2012-13 (£)	2013-14 (£)	2014-15 (£)	2015-16 (£)	2016-17 (£)	2017-18 (£)
Budget	162,148.00	213,891.00	142,542.00	163,803.00	209,001.00	185,842.00
% increase on previous year	NA	31.91%	-33.36%	14.92%	27.59%	-11.08%

Resolved: It was agreed to recommend to full council that the budget for 2018-2019 be set at £177,620. Budget appended to minutes (Appendix A)

8. 2018-2019 Precept

- a) To note Council Tax Reduction Scheme Grant of £664.00 from Cheshire West and Chester Council

Noted: The grant was noted.

- b) To consider precept for 2018 - 2019 (to be recommended to full council)

Noted: The precept figures for previous years were noted and the current tax base as at 1/12/2016 = 1,083, 2017-2018 Band D charge £74.02.

KMPC	2012-13 (£)	2013-14 (£)	2014-15 (£)	2015-16 (£)	2016-17 (£)	2017-18 (£)
Precept	97,000.00	97,000.00	129,636.00	132,229.00	132,228.00	134,873.00
% increase on previous year	NA	0.00%	33.65%	2.00%	0.00%	2.00%

Resolved: It was unanimously agreed to recommend to full council that the precept be increased by 2% to £137,570.

9. Asset Register

- a) To note current asset register

Noted: The asset register as at 31st March 2017 was noted

- b) To agree any revisions (to be recommended to full council)

Resolved: It was unanimously agreed to recommend to full Council that changes be made to the register to remove the computer bought August 12 and include replacement 2017 value £700, include clock mechanism 2017 and noticeboard 2017.

10. Close of Meeting

The meeting closed at 9pm

APPENDIX A BUDGET 2018-2019

Charge Group	Code	Item	Budget 2018-2019
Staff Costs	101	Salary	£ 10,810.00
	102	HMRC	£ 3,642.00
	103	Cheshire pension fund	£ 2,376.00
Admin Costs	201	Audit Fees	£ 1,000.00
	202	Legal Fees	£ 1,000.00
	203	Subscriptions	£ 1,300.00
	204	Insurance	£ 3,000.00
	205	Training	£ 300.00
	206	PC Office	£ 3,000.00
	Maintenance	301	Trees/Survey
302		Grounds Maintenance Contract	£ 58,530.00
303		Additional maintenance	£ 12,000.00
304		Play areas	£ 15,000.00
305		Monuments/Clocktower/Speedgun	£ 1,000.00
306		Ponds/culvert	£ 23,500.00
307		Play area inspections	£ 1,662.00
308		Paths/fences	£ 20,000.00
Annual Payments	401	Grants S137	£ 1,000.00
	402	Tree plant & Xmas tree	£ 4,500.00
	403	Newsletter/Prizes	£ 1,000.00
Events	501	Open day/Events	£ 2,000.00
TOTAL BUDGET			£ 177,620.00