



Kingsmead Parish Council
231 Hartford Road
Davenham
Northwich
Cheshire
CW9 8JT

Clerk: Jo O'Donoghue
Telephone: 01606 41862
E-mail: clerk@kingsmeadpc.org.uk

Minutes of the FINANCE COMMITTEE MEETING held Tuesday 8th January 2019 at Kingsmead Primary School, Dukes Way, Kingsmead

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

1. To receive apologies

Resolved: Apologies were received and accepted from Cllr Martin

2. Disclosure of interest in items on the agenda

- a) To receive from members, disclosure of any (a) Disclosable Pecuniary Interests and, (b) Other Disclosable Interests as required under Chapter 7 of the Localism Act 2011 and Kingsmead Parish Council's Code of Conduct

Resolved: It was unanimously agreed that no member, present at the meeting, disclosed any (a) Disclosable Pecuniary Interests and, (b) Other Disclosable Interests as required under Chapter 7 of the Localism Act 2011 and Kingsmead Parish Council's Code of Conduct.

3. Public open forum

Noted: No member of the public attended the meeting

4. To note VAT return

Noted: It was noted that the VAT claim for the period 1st October to 30th November 2018 in the sum of £5000 was submitted to HMRC on 5th December 2018 and paid on 28th December 2018.

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

- a) To review employee contract following advice from Jackie Weaver (CEO Cheshire Association of Local Councils) to consider increase in hours from 15 – 20 per week

Noted: The Clerk provided a written report prior to the meeting and it was noted that the Clerk is paid £720/year for office provision which is declared to HMRC and that this is included in the Clerk's contract.

Resolved: It was proposed by Cllr Hoey, seconded by Cllr Reed and unanimously agreed to increase the Clerk's working hours to 20 flexible hours per week from 1st April 2019 (Scale 38). Amendment to be made to Clerk's contract to be signed by the Chair by 1st April 2019. **ACTION: JO/CHAIR**

6. **2019 – 2020 Budget**

- a) To consider budget for 2019 – 2020 (to be recommended to full council)

Resolved: The Clerk provided a written report prior to the meeting. Councillors considered each budget line item and unanimously agreed to recommend to full council that a budget be set of £184,054 (Appendix A).

7. **2019 - 2020 Precept**

- a) To note Council Tax Reduction Scheme Grant of £468 from Cheshire West and Chester Council

Noted: The grant was noted

- b) To note minute resolution 15/10/2018/6c to increase the precept by £15,000 over budget per year over the next 3 years to achieve reserves of £45,000 in 3 years

Noted: The resolution was noted

- c) To consider precept for 2019 – 2020 (to be recommended to full council)

Resolved: It was unanimously agreed to recommend to full council a precept of £185,000 for the period 1st April 2019 to 31st March 2020. This represents an increase of 31.1% and an average Band D charge of £97.47 per year.

8. **Asset Register**

- a) To note current asset register

Noted: The assets register was noted

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

Noted: No revisions were agreed

9. **Close of Meeting**

The meeting closed at 8.35pm

APPENDIX A – PROPOSED BUDGET 2019-2010

		Current Year Budget	Next Year Budget
		<u> </u>	<u> </u>
100 Income			
1076	Precept	136,634	185,000
1100	Grants & Donation Received	936	468
1990	Other Income	0	100
	Total Income	137,570	185,568
		<u> </u>	<u> </u>
	Income - Net Expenditure	-137,570	-185,568
		<u> </u>	<u> </u>
110 Staff Costs			
4000	Staff Salary	13,135	15,210
4010	PAYE & NI	1,215	3,000
4030	Pension	3,520	4,937
4050	Staff Mileage & Benefits	0	100
	Total Overhead Expenditure	17,870	23,247
		<u> </u>	<u> </u>
	Staff Costs - Net Expenditure	17,870	23,247
		<u> </u>	<u> </u>
120 Admin Costs			
4200	Training	300	1,000
4205	Bank Charges	0	100
4210	Audit Fees	1,000	1,000
4215	Legal Professional Fees	1,000	1,000
4220	Subscriptions & Memberships	1,500	1,500
4225	Insurance	1,000	1,500
4230	Stationery & Postage	0	100
4235	Telephone & Broadband	0	480
4236	PC Office Costs	2,300	840
4240	Website	0	1,500
4245	Newsletter	1,000	500
4250	Grants Paid	1,000	1,000
4260	Elections	1	2,337
	Total Overhead Expenditure	9,101	12,857
		<u> </u>	<u> </u>
	Admin Costs - Net Expenditure	9,101	12,857
		<u> </u>	<u> </u>
130 Maintenance			
4300	Grounds Maintenance Contract	69,984	58,320
4305	Additional Grounds	11,500	15,000
4310	Monuments	300	0
4320	Clocktower	0	130
4330	Speedgun	0	300
4340	Ponds & Culvert	23,500	23,500
4350	Paths	5,000	5,350

		Current Year Budget	Next Year Budget
4360	Tree Works	1	10,000
	Total Overhead Expenditure	110,285	112,600
	Maintenance - Net Expenditure	110,285	112,600
140 Play Areas			
4400	Maintenance	2,700	3,000
4410	Inspections	1,662	1,000
4420	Equipment	0	15,000
	Total Overhead Expenditure	4,362	19,000
	Play Areas - Net Expenditure	4,362	19,000
150 Events			
4500	Open Day	1,000	1,000
4505	Best Kept Garden	0	350
4510	Xmas Lighting	2,500	5,000
	Total Overhead Expenditure	3,500	6,350
	Events - Net Expenditure	3,500	6,350
999 VAT Data			
515	VAT on Payments	18,000	10,000
	Total Overhead Expenditure	18,000	10,000
115	VAT on Receipts	18,000	10,000
	Total Income	18,000	10,000
	Total Budget	163,118	184,054
	Income :	155,570	195,568
	Net Expenditure	7,548	-11,514