

**MINUTES OF A MEETING OF THE FINANCE & AUDIT COMMITTEE**  
**HELD ON MONDAY 3 DECEMBER 2018 AT 7.00 PM**  
**IN THE PARISH OFFICE**

**Present:** Parish Councillors: Colin Falla (Chairman)  
Kevin Ferriday  
Margaret Hogg  
Malcolm Reid  
Barbara Rich  
John Roberts

**In attendance:** Parish Clerk Caro Slaymaker

**FA-0202 Apologies**

All members of the Committee were present. Cllr Jeanes sent apologies.

**FA-0203 Declarations of Interest**

Cllr Rich declared an interest in the Playing Field and Village Hall, but it was noted that all committee members are Council Tax payers.

**FA-0204 Minutes of Previous Meeting**

The Minutes of the previous meeting held on 5 December 2016 were approved as a true record and signed by the Chairman.

**FA-0205 Review of Current Year Budget**

The Committee noted the report on the current year budget and the forecast for the remainder of the year. Generally, the budget was on course and at this stage it appeared that the top-up from the Reserves would be slightly less than expected.

**FA-0206 Proposed Budget and Precept 2019/20**

The Committee considered the draft Budget in detail.

The proposed budget would result in a nett precept demand of £58,242. It was noted that there would be no Council Tax Support Grant (CTSG) from 2019-20, and so all expenditure had to be covered from the small local income (cemetery fees etc) and the precept.

Most of the expenditure cost centres were at about the same level as 2018/19, but provision was made for a significant increase in office costs.

The total budget, if fully funded from the precept would require an increase of £18 per year (20%) for band D households. It was **agreed** to recommend limiting the increase to 10% and meeting shortfall from Reserves and to try to find savings if possible. It was noted that the precept had been subsidised and increases capped over the last few years, but that this was becoming unsustainable as the CTSG had tapered off and the Reserves were dwindling. At the same time there was an increasing demand for the Parish Council to do more and to cover services where Sedgemoor DC and Somerset CC were doing less.

The Committee agreed to recommend the proposed Budget and precept demand to the Parish Council for consideration and approval at the Parish Council meeting on 10 December. It was also agreed to run the Grants budget on a different basis to enable more flexibility.

**FA-0207 Reserves**

The Reserves report was noted. It was agreed to merge certain accounts.

**FA-0208 Date of Next Meeting**

To be advised

The meeting closed at 8.30pm

**Budget for Financial Year from 1 April 2019 (proposed)**

<b>Income</b>	<b>Account</b>	<b>Outturn 2015/16</b>	<b>Outturn 2016/17</b>	<b>Outturn 2017/18</b>	<b>Budget 2018/19</b>	<b>Projected 2018/19</b>	<b>2019/20</b>
1002	Allotment Rental	100	100	100	100	100	100
1004	Bank Interest	205	189	95	189	85	85
1006	Cemetery Income	2,372	1,668	965	1,300	2,075	1,500
1012	Printing/Copying receipts	1,144	493	622	550	235	225
1003	Council Tax Grant	4,953	4,228	2,608	1,214	1,214	-
1011	Precept	46,996	46,477	47,093	47,720	47,720	-
<b>Total Income For Year</b>		<b>55,770</b>	<b>53,155</b>	<b>51,493</b>	<b>51,083</b>	<b>51,409</b>	<b>1,910</b>

<b>Expenditure</b>	<b>Account</b>	<b>Outturn 2015/16</b>	<b>Outturn 2016/17</b>	<b>Outturn 2017/18</b>	<b>Budget 2018/19</b>	<b>Projected 2018/19</b>	<b>Proposed 2018/19</b>
<b>Parish Office</b>							
4101	Office Equipment	1,474	290	137	100	100	100
4102	Parish Office Rent	2,143	3,135	3,014	3,100	3,091	4,115
4103	Postage	80	55	52	75	61	55
4104	Stationery	209	194	159	150	121	150
4105	Telephone & Internet	163	365	387	410	522	552
4106	Website + IT costs	559	635	604	628	512	628
4108	Printing costs	1,000	908	540	900	559	650
4109	Office Utilities	-	-	-	-	-	3,280
<b>TOTAL Parish Office</b>		<b>5,628</b>	<b>5,582</b>	<b>4,893</b>	<b>5,363</b>	<b>4,867</b>	<b>9,530</b>
<b>Staff Costs</b>							
4201	Salaries	21,508	26,938	28,293	29,137	29,173	30,086
4202	Recruitment	40	-	-	-	-	-
4204	Staff travel costs	234	136	189	80	84	60
4205	Staff Training	130	543	45	45	30	50
<b>TOTAL Staff Costs</b>		<b>21,912</b>	<b>27,616</b>	<b>28,527</b>	<b>29,262</b>	<b>29,286</b>	<b>30,196</b>
<b>Administration &amp; Finance</b>							
4301	Audit Fees	595	595	625	625	625	625
4302	Bank charges	16	8	6	10	3	5
4303	Chairman's Honorarium	250	250	250	250	250	250
4304	Councillors' Expenses	270	92	13	-	28	-
4305	Councillors' Training	75	60	30	-	25*	-
4306	Elections	100	-	-	-	-	-
4307	Insurance	1,053	1,094	1,154	1,215	1,168	1,200
4308	Statutory Fees	35	35	35	35	35	35
4309	Subscriptions	488	567	592	555	600	615
4310	Village Hall Hire	270	315	276	329	276	320
4311	Wayleaves	-	-	6	-	-	-
<b>TOTAL Administration &amp; Finance</b>		<b>3,152</b>	<b>3,016</b>	<b>2,986</b>	<b>3,019</b>	<b>2,989</b>	<b>3,050</b>
<b>Cemetery</b>							
4402	Cemetery Rates	139	140	150	155	166	170
4403	Maintenance	2,633	3,254	2,972	3,266	3,070	3,236
<b>TOTAL Cemetery</b>		<b>2,772</b>	<b>3,394</b>	<b>3,122</b>	<b>3,421</b>	<b>3,236</b>	<b>3,406</b>

Expenditure Account	Outturn 2015/16	Outturn 2016/17	Outturn 2017/18	Budget 2018/19	Projected 2018/19	Proposed 2018/19
<b>Community Services</b>						
4504 Christmas Tree & Lights	184	452	384	350	350	CANS
4502 Allotment	100	100	100	100	100	100
<b>TOTAL Community Services</b>	<b>284</b>	<b>552</b>	<b>484</b>	<b>450</b>	<b>450</b>	<b>100</b>
<b>Neighbourhood Plan</b>						
4508 Neighbourhood Plan	459	1,736	1,059	-	?	-
<b>TOTAL Neighbourhood Plan</b>	<b>459</b>	<b>1,736</b>	<b>1,059</b>	<b>-</b>	<b>?</b>	<b>-</b>
<b>Village Maintenance</b>						
4601 A39 Verge	605	736	643	700	782	720
4602 Clock Tower Maint	1,424	8	-	275	0	285
4603 Clock Tower Electricity	381	315	401	390	291	350
4604 General Maintenance	47	2,532	348	410	152	250
4605 The Cross	156	688	327	275	220	150
4606 Palmers Path	311	480	448	455	442	450
4607 Public Seating		-36	240	100	750*	250
4608 Footpaths		-	65	30	26	30
4609 Dog Bins	1,711	1,440	1,604	1,470	1,435	1,470
4610 Coleridge Road	279	160	231	150	197	160
4612 Plot 173	463	-14	248	175	340	175
4613 Mill Ln/Lime St maint	93	16	58	200	502	200
<b>TOTAL Village Maintenance</b>	<b>5,467</b>	<b>6,327</b>	<b>4,612</b>	<b>4,630</b>	<b>4,637</b>	<b>4,490</b>
<b>Castle Street Toilets</b>						
4701 Castle St Toilets Cleaning	2,424	3,085	3,240	3,465	3,303	3,420
4702 Castle St Toilets Electricity	287	24	211	250	245	265
4703 Castle St Car Park Rates	588	593	635	650	703	705
4704 Castle St Toilets maint	789	104	99	100	68	100
4705 Castle St Toilets Water	435	345	431	440	416	420
4706 Car Park maintenance	1,203	610	509	370	395	400
4709 Toilets/car park other costs	-	-	335	-	311*	-
<b>TOTAL Castle Street Toilets</b>	<b>5,727</b>	<b>4,762</b>	<b>5,460</b>	<b>5,275</b>	<b>5,130</b>	<b>5,310</b>
<b>Grants</b>						
<b>Grants Pool</b>	<b>7,585</b>	<b>5,973</b>	<b>5,017</b>	<b>4,100</b>	<b>4,100</b>	<b>4,100</b>
<b>Capital Expenditure</b>	<b>175</b>	<b>4,825</b>	<b>408</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Expenditure For Year</b>	<b>49,161</b>	<b>63,783</b>	<b>56,567</b>	<b>55,520</b>	<b>54,400</b>	<b>60,182</b>
<b>Total Income For Year</b>	<b>55,770</b>	<b>53,155</b>	<b>51,493</b>	<b>51,083</b>	<b>51,455</b>	<b>1,910</b>
<b>(of which) Precept</b>	<b>46,996</b>	<b>46,477</b>	<b>47,720</b>	<b>47,720</b>	<b>47,720</b>	<b>= precept required:</b>
			<b>2018/19 contribution from Reserve</b>	<b>£4,437</b>		<b>£58,272</b>

<b>Account</b>	<b>Balance at 1 Apr 2018</b>	<b>Debit</b>	<b>Credit</b>	<b>Balance at 8 Nov</b>
321 Elections Reserve	1,477.00			1,477.00
322 Payroll Reserve	786.59	25.00		761.59
323 Grants Reserve	25.00			25.00
324 Neighbourhood Plan Reserve	967.41	967.41		0.00
325 CANS Reserve	2,886.47			2,886.47
326 May Fair from previous years	300.00			300.00
327 Oral History Reserve	328.46			328.46
328 War Memorial Project Fund	0.00			<i>now closed</i>
329 Youth Services Reserve	374.51			374.51
330 Service Devolution Reserve	6,047.50			6,047.50
331 Millennium Wood	122.16			122.16
332 Castle St Car Park/Lavatories	499.68			499.68
334 Community Transport	300.00			300.00
335 Parish Office move contingency	1,150.57			1,150.57
336 War Memorial Maintenance	2,000.00			2,000.00
337 Village Maintenance	5,907.44	732.18		5,175.26
338 Lime St/Mill Lane	6,425.00			6,425.00
	<b>29,597.79</b>		Nett spend £ 1,724.59	<b>27,873.20</b>
310 General Reserve**	7,044.20		+ £1,724.59	<b>8,768.79</b>
	= <b>36,641.99</b>		Current Year Fund	12,866.80
			<b>= Bank Balance</b>	<b>49,508.97</b>