

Swilland and Witnesham grouped Parish Council

Clerk to the Parish Council: Steve Barron

Telephone: 07719 176917

Email: swill-witpc@outlook.com

Website: www.swillandandwitnesham.onesuffolk.net

MINUTES

Finance Committee Meeting Monday 30th October 2017 at 7.30pm in the School Room at Witnesham Baptist Church

1. Chairman welcomed everyone to the meeting. Present: Dr Nicol (Chair), Mr Rush, Mr Lightfoot and Mr Stanley.
2. No Councillors' declarations of interest.
3. Minutes of the Finance Committee Meeting of 10th January 2017 were confirmed as a true record.
4. To consider Internal Auditor's report for 2016/17 for full council's approval and acceptance.

Clerk reminded the committee that the report contained only one recommendation, which was for council to adopt an updated (2014) "Suffolk Code of Conduct". This was achieved at the AGM in May 2017, minute reference SWgPC/PC/03/17/9/c. The committee agreed to approve and recommend full council accept the report.

5. To Review Parish Council spending for the year so far.

Hard copies of the Budget, Expenditure/Income, Cashbook spreadsheet were distributed. Clerk went through the forecast out turn on the sheet to aid the committee's understanding and explained that the figures were based on a full spend. A few late payment issues raised by the Clerk were clarified and the meeting agreed how the Clerk should manage any of these in future. Chairman explained the overall projected under spend at EOY to the satisfaction of the committee, such that the elimination of the CIL figure of £2,696.68 (not budgeted for) would leave the "Grass Cutting" individual under spend of £1076.50 as the likely main reason for a resulting projected EOY total under spend of £1313.34. The EOY estimated reserves on the spreadsheet for 1st April 2018, assuming full spend, were £23035.44p.

6. To review the rents levied at the Playing Field and Allotment Gardens.

The committee discussed the allotments, which were all leased and decided that the rent rate of £10.00p per annum should remain unchanged.

The Playing Field rent fee charged to Witnesham WASPs FC was discussed and it was agreed to keep this at £850.00p per annum.

7. To consider potential Community Infrastructure Levy (CIL) expenditure.

There had been a recently received CIL payment made by SCDC to the Parish Council of £2696.68p. CIL payments to PCs have rules about what the funds can be spent on and a time restriction of five years is applied to use the fund, otherwise it could be reclaimed by SCDC. The number of payments the PC may receive, the amounts and the frequency of these was unclear currently. The committee agreed that a strategy of creating a unique earmarked reserve slot, probably based on date of receipt, for each payment received, should be made by the Clerk, who could then manage any Annual Returns to SCDC and enable council to be kept up to date on CIL funding status. It was agreed in principle that the targeted use of this initial CIL payment should be for the extension of the Recreation Ground facilities to include some equipment for older children.

8. To consider the Parish Council Budget for 2018 – 2019.

The committee agreed individual budget amounts for the draft budget column of the spreadsheet along with some minor changes to expenditure class names. Additionally, Mr Lightfoot reminded the committee of the lapsed practice of donating an annual fee of £70.00p to Witnesham Baptist Church for the dozen or so hall hires per annum. It was agreed that Clerk should pursue this with the Baptist Church and donate as appropriate on behalf of the Parish Council. All this resulted in a balanced initial draft budget of £13967.20 income and £13475.00 expenditure for 2018/19.

To complete the draft budget proposal, combining the previously discussed issues of grants, CIL and reserves, the committee agreed for a project capital expenditure of £15k for the Recreation Ground, funded by £2.7k CIL, £7.3k grants and £5k from reserves. This would be added to the budget sheet by the Clerk and circulated after the meeting to give an updated draft budget.

9. To set the Precept for 2018 – 2019.

This was discussed and the committee agreed to keep the precept unchanged at £12987.20p for 2018/19.

10. To review the Ipswich Building Society account

There were no issues for discussion.

11. Date and time of next meeting

TBA

Meeting closed at 8:45 p.m.