

Finance Meeting

07/12/15

In attendance Mr Rush, Dr Nicol, Mr Stanley, Clerk

1. Actions since last meeting – The auditing procedure was reviewed and it was agreed that we would go with Heather Heelis (Rendlesham Parish Clerk) reviewing what we are already doing and completing an internal audit annually.

2. Review of current year's expenditure – Mr Rush reported that there could be an extra £850 (sign and tree work) to come out of reactive maintenance. Dr Nicol confirmed that we should not put VAT in the budget for next year unless there is a calculated expected figure which is confirmed by Heather Heelis. Mr Rush asked about rates for the playing field and the Clerk confirmed this amount is a one off each year.

3. Progression on grant applications – Two applications have been submitted to SCDC, one for replacement play area equipment and one for Village Hall heating. We won't know whether we have been successful until February 2016. The cheapest quote is £6900 and we may need to do this sooner rather than later. The area won't be used much at this time of year and school told the Clerk that the inspector said it is ok to use currently. Mr Stanley confirmed following a recent inspection that it is not that bad at present. It was agreed to wait and see what the outcome of the grant application is but that this would likely be funded out of next year's budget. The Clerk reported that the Parish Council computer is working better and is unlikely to need replacing. Tree work at Hall Lane will most likely cost £600 if it is agreed that all the works quoted for need doing.

Reviewed current year's expenditure and predict we will have a balanced budget. Likely to have additional £1600 if not committed to aforementioned projects. More likely to under spend and this will go in reserves.

Legalising position of the village hall - They can be a sub-committee if we formalise their accounts. Villagers own the village hall and we are responsible for upkeep of the hall as trustees. Mr Rush will have a discussion with Peter Elmy regarding statement of their accounts prior to their AGM. Need evidence that the money is being spent appropriately. Invoices should be addressed to us where any expenditure is committed and where we are claiming back VAT. Clerk to check this statutory position with SALC and this should then be reported in our own annual report. We are responsible for these contracts and always have been.

4. Draft budget for 2016/17 – Change churchyard grass cutting costs so they come out of donations category and not out of grass cutting.

Keep modest increase on precept as this is more palatable.

We should up planned maintenance to £2900 (put a note to explain that extra will come from reserves) and put a separate row with increase expected income from grant which we hope to get.

From now on the budget will be entered net and VAT will be recorded separately.

5. Precept request 2016/17 – Choosing to spend money from reserves on play area as opposed to increasing the precept a large amount. Confirm increase precept to £12,750.00 from £12,500.00.

Action: Bring precept application and budget summary to the next Parish Council meeting to be signed and sent to Simon Taylor. Form to be in 22nd January 2016. Ask Simon whether we had a letter last year outlining our Council Tax Support Grant.

6. AOB - none

A handwritten signature in black ink, appearing to be 'MJD', written over a horizontal line.A small, handwritten mark or scribble in the right margin, possibly a 'C' or similar character.A small, handwritten mark or scribble in the right margin, possibly a 'D' or similar character.