



Pilning & Severn Beach Parish Council

FINANCE COMMITTEE & POLICY REVIEW MEETING

Thursday 15th December 2022, 7pm
Pilning Village Hall

Present

Peter Tyzack Chairman (PT); Sue Binns (SCB); Nick Davies (ND); Kevin Weeks and Heather Rickards.

1. Apologies for absence

Mike Pruettt (MP); Carol Woodhouse (CW); Jenn Godsell (JG); Olga Taylor (OT) and Ian Roberts (ISR)

2. Declaration of interest

Under the Local Government Act 1972, s94 and Local Government Finance Act 1992, s106 KW declared that he is an allotment tenant.

3. Presentation of Accounts for 2022 / 2023 year to date

The Clerk presented the current figures for 2022 / 2023.

4. To agree the Localism Contract with South Gloucestershire Council for 2023/2024. Resolved to accept the revised Localism contract from South Gloucestershire Council for 2023 / 2024.

Action JE

5. To decide on income

a. Allotment Fees for 2024

Resolved to keep the allotment fees the same for 2023/2024.

Action JE

b. Burial Fees for 2023 / 2024

Resolved to accept the revised fees proposed by the Cemetery Clerk for 2023 / 2024.

Action JE

See appendix A for budgeted income.

6. To decide on expenditure for 2023 / 2024

See appendix B for budgeted expenditure

- Increases in staff costs\$, office admin, cemetery, allotments and specific funding for local council elections.
- \$ Raising the Clerks Pay scale to point 17 from 1st January 2023 and to point 18 on successful completion of CiLCA qualification.
- Purchasing of new play equipment has been reduced.

7. To decide on ear marked reserves for 2023 / 2024

See appendix C for ear marked reserves.

8. To decide on a recommendation to full council for the Precept 2023/24

See appendix A for budgeted income.

Resolved to recommend to Full Council the figure of £79,524 for 2023 / 2024

Action JE

9. Review and agree Parish Council Policies

The Clerk presented all the policies for review.

Resolved to accept all the extant policies.

Action JE

10. To agree Parish Council Action Plan

The Clerk presented the Parish Council Action Plan for review.

Document reviewed and minor amendments made

Resolved to accept the changes and adopt the Action Plan.

Action JE

11. Any other business

None

There being no other business the meeting closed at 20:15

Appendix A – Expected income

INCOME	Budget 2023/2024	Change
CIL	-	0.00%
Donations	-	0.00%
Grants (Community Benefit)	2,650.00	6.00%
Precept	79,523.55	6.50%
VAT Refund	7,500.00	0.00%
Sale of Assets	-	0.00%
Cemetery Income	6,000.00	100.00%
Allotments	2,000.00	0.00%
Bank Interest	15.00	0.00%
From reserves	12,075.00	-25.00%
Total	109,763.55	

Appendix B – Expected expenditure

EXPENDITURE	Budget 2023/2024	Change
Clerk Wages	18,400.00	15.00%
Clerk Other	1,725.00	15.00%
Meeting room hire	400.00	0.00%
Office Admin	3,090.00	3.00%
Purchase of office equipment	-	
Subscriptions/ Info services	1,200.00	0.00%
HMRC PAYE	2,300.00	15.00%
Professional Fees	7,000.00	0.00%
Cllr Expenses	500.00	0.00%
Pilning Village Hall	6,000.00	0.00%
Severn Beach Village Hall	6,000.00	0.00%
Pilning Play equipment	5,000.00	-50.00%
Severn Beach Play equipment	5,000.00	-50.00%
Play equipment general	200.00	0.00%
SB Library	500.00	0.00%
General Maintenance	13,800.00	15.00%
Training	500.00	
Jubilee / Centenary / Coronation	2,500.00	0.00%
Cemetery	1,100.00	10.00%
Northwick Cemetery	2,678.00	3.00%
Pilning Cemetery	5,150.00	3.00%
Northwick Tower	-	0.00%
Donations (Section 137)	3,000.00	0.00%
Toilet key holder	470.00	0.00%
Allotments	1,650.00	10.00%
Grants (Community Benefit)	3,500.00	0.00%
Elections	5,010.00	67.00%
Parish Assets Contingency	5,300.00	0.00%
VAT Expended	7,500.00	0.00%
Total	109,473.00	

Appendix C – Ear marked reserves

Ear marked reserves (EMRs)	Budget 2023/2024
Expected overspend from 2022/2023	1,500.00
From reserves	£ 12,075.00
Office Equipment	£ 800.00
Northwick Tower	£ 21,000.00
Pilning Village Hall roof	£ 10,000.00
Parish Benches Replacement	£ 2,000.00
Planning legal fees	£ 11,000.00
Replacement Cemetery Fencing	£ 4,000.00
	<u>£ 62,375.00</u>

Total reserves	£ 142,078.26
Precept request	£ 79,523.55
Remaining available reserves	£ 62,554.71