



# Pilning & Severn Beach Parish Council

## FINANCE COMMITTEE & POLICY REVIEW MEETING

Thursday 7<sup>th</sup> December 2023, 7pm  
Pilning Village Hall

### Present

Peter Tyzack Chairman (PT); Olga Taylor (OT, Jet O'Neil (JO) and Alison Dark (AD)  
Two members of the public

### 1. Apologies for absence

Nick Daves (ND)

### 2. Declaration of interest

Under the Local Government Act 1972, s94 and Local Government Finance Act 1992, s106  
AD declared that she is an allotment tenant and wife of the General Maintenance Person.

### 3. Presentation of Accounts for 2023 / 2024 year to date

The Clerk presented the current figures for 2023 / 2024.

### 4. To agree the Localism Contract with South Gloucestershire Council for 2024/2025. Resolved to accept the revised Localism contract from South Gloucestershire Council for 2024 / 2025.

Action JE

### 5. To decide on budget recommendations

#### 5a. Allotment Fees for 2025/2026

Resolved to keep the allotment fees the same for 2024/2025.

Action JE

#### 5b. Burial Fees for 2024 / 2025

Following a recommendation by the Cemetery Clerk

Resolved to keep the burial fees the same for 2024 / 2025.

Action JE

Budget 2024-2025			
INCOME	2024/2025	Budget	%
CIL	£	-	
Donations	£	-	
Grants Community Benefit	£	3,000.07	13.21%
Precept	£	83,500.20	5.00%
VAT	£	7,500.00	0.00%
Sale of assets	£	-	
Jubilee	£	-	
Cemetery	£	6,000.00	0.00%
Allotments	£	2,000.00	0.00%
Interest	£	250.05	1567.00%
From reserves	£	13,500.00	
<b>Neighbourhood Plan</b>			
<b>Total</b>		<b>£ 115,750.32</b>	

Increases in income are expected from Community Benefit Grants, a 5% increase in the precept from South Glos and increase in bank interest rates.

## 5c. To decide on expenditure for 2024 / 2025

See appendix B for budgeted expenditure.

- Increases in expenditure.
  - staff costs inc. Tax and NI,
  - office admin,
  - meeting room hire,
  - cemeteries
  - general maintenance
  - tree maintenance
- Decreases in expenditure.
  - Councillor expenses
  - Election fees

### Budget 2024-2025

EXPENDITURE	2024/2025	Budget	%
Clerk	£ 20,470.00	11.25%	
Clerk other	£ 2,001.00	16.00%	
Meeting Room hire	£ 544.00	36.00%	
Office Admin	£ 3,096.18	0.20%	
Subs Info	£ 1,200.00	0.00%	
HMRC Tax	£ 2,553.00	11.00%	
Professional Fees	£ 9,800.00	40.00%	
Cllr exps	£ 335.00	-33.00%	
Village Hall Pilning	£ 6,000.00	0.00%	
Village Hall Severn Beach	£ 6,000.00	0.00%	
Play Equipment Pilning	£ 5,000.00	0.00%	
Play Equipment Severn Beach	£ 5,000.00	0.00%	
Play Equipment General	£ 250.00	25.00%	
Library	£ 500.00	0.00%	
Training	£ 500.00	0.00%	
General Maintenance	£ 16,560.00	20.00%	
Cemetery Clerk	£ 3,000.00	20.00%	
Cemetery Northwick	£ 2,999.36	12.00%	
Cemetery Pilning	£ 5,768.00	12.00%	
Northwick Tower			
Tree Maintenance	£ 2,500.00	0.00%	
Donations	£ 3,000.00	0.00%	
Toilet Key holder	£ 523.95	5.00%	
Allotments	£ 1,650.00	0.00%	
Community Benefit	£ 3,500.00	0.00%	
<b>Neighbourhood Plan</b>			
Elections	£ -	-100.00%	
Asset contingency	£ 5,300.00	0.00%	
VAT	£ 7,500.00	0.00%	
<b>Total</b>	<b>£ 115,550.49</b>		

## 5d. To decide on earmarked reserves for 2024 / 2025

General Note

Good practice for managing reserves is have enough money to cover the amount being requested in the precept. Any additional money must be earmarked for a project or used to offset the precept request. In this case for 2024/2025 £13,500 is being used to offset the requested precept amount.

Budget 2024-2025			
EARMARKED RESERVES	2024/2025	Budget	%
From reserves		£ 13,500.00	
Northwick Tower		£ 21,000.00	
Footpath Claims		£ 500.00	
Parish Bench replacement		£ 2,750.00	
Aspiration list fund		£ 645.17	
Planning legal Fees [Past event]		£ -	
Replacement Cemetery Fencing		£ 6,000.00	
Severn Beach Ent fund money		£ 2,613.06	
Unclassified money		£ -	
		£ 61,508.23	
Total reserves		£ 145,008.43	

## 5e. To decide on a recommendation to full council for the Precept 2023/24

After discussion a 5% increase in the precept was agreed for recommendation to full council.

**Resolved to recommend to Full Council the figure of £83,500 for 2024 / 2025**

**Action JE**

## 6. Review and agree Parish Council Policies

Given the number of polices the Parish Council has it was suggested by AD that a rolling programme of review should be adopted.

**Resolved to add a rolling programme for reviewing policies be added to the January agenda of Full Council.**

**Action JE**

JO joined the meeting.

## 7. To agree Parish Council Action Plan

The Clerk presented the Parish Council Action Plan for review.

Added to the Action Plan are.

- Application under the Council Award Scheme to make the Council a "Quality" Council rather than the "Foundation" level currently.
- Tree maintenance programme and budget.
- Claims for footpaths to be added to the definitive map.
- Addition of three new bus stops in the Parish.
- A plan to manage e-scooter parking in the Parish.

Document reviewed and other minor textual amendments made.

Section E number 8 regarding Severn Tunnel signs has been completed.

**Resolved to accept the changes and adopt the revised Action Plan.**

**Action JE**

**8. Any other business**

None

There being no other business the meeting closed at 20:16.