



Pilning & Severn Beach Parish Council

FINANCE COMMITTEE MEETING

Emmaus Church Centre Gorse Cover Road Severn
Beach BS35 4NP 4th December 2024 8:30pm

Present

Ian S Roberts (ISR); Jet O'Neill (JO); Mike Pruett (MP); Nick Davies (ND); (Chairman); Olga Taylor (OT); Peter Tyzack (PT); Steve Graham (SKG) and Victoria Bywater (VB)

Apologies for absence

None

Declaration of interest

To receive declarations of interest under the Localism Act 2011 – being any pecuniary interest in agenda items not previously recorded on Members' Register of Interests.

None

1. To decide on grass cutting contracts for 2025-2028

Bids opened in accordance with Financial Regulations and Standing orders

1st motion

Contract A Elmtree

Contract B Elmtree

Contract C South Gloucestershire Council (Localism)

Seven for one against

2nd motion

Contract A Elmtree

Contract B Ambience

Contract C South Gloucestershire Council (Localism)

One for seven against

1st motion carried.

2. Presentation of Accounts for 2024 / 2025 year to date

The Clerk presented the current figures for 2024 / 2025.

3. To agree the Localism Contract with South Gloucestershire Council for 2025/2026.

South Gloucestershire Council have informed the Council of a 7.78% increase in costs

Resolved to accept the revised Localism contract from South Gloucestershire Council for 2024 / 2025.

Action JE

4. To decide on budget recommendations

3a. Allotment Fees for 2025/2026

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

Action JE

3b. Burial Fees for 2024 / 2025

The Council considered the Cemetery Clerk's recommendation and decided to increase all fees across the board at 5%. To apply from April 2025.

Resolved to raise the fees by 5% for 2025 / 2026.

Action JE

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

3c. To decide on expenditure for 2025 / 2026

See appendix B for budgeted expenditure.

- Increases in expenditure.
 - staff costs inc. Tax and NI,
 - office admin,
 - subscriptions
 - HMRC Tax and NI – subject to a further review
 - cemeteries
 - general maintenance
 - donations, combining two budgets into one.
- Decreases in expenditure.
 - Village Halls
 - Play equipment
 - Election fees
 - Community benefit budget, combined with Donations budget, see above
 - Elections, no elections expected in 2025/2026

See Appendix B for the expenditure figures

3d. To decide on earmarked reserves for 2025 / 2026

General Note

Good practice for managing reserves is have enough money to cover the amount being requested in the precept. For 2025/2026 the precept is 89% covered, which is within acceptable tolerance. Any additional money must be earmarked for a project or used to offset the precept request. In this case for 2025/2026 £14,175 is being used to offset the requested precept amount.

Notable changes to the Earmarked reserves

- £11000 has been moved from reserves to budgeted expenditure due to expected upcoming works on Northwick Tower
- Parish bench replacement, has been reduced to provide for two new benches in 2025/2026
- Severn Beach Entertainment fund was granted to Severnfest during 2024.
- Reserve of £6000 allocated to the creation of a memorial wall at Pilning Cemetery.
- A new entertainment fund has been created with £5000 reserved
- New subgroup budgets have been set
 - Sports & recreation £2000
 - Community spaces £13500
 - Environmental stewardship £2000
 - Social engagement £2000

See Appendix C for the earmarked reserves figures

3e. To decide on a recommendation to full council for the Precept 2023/24

After discussion a 6.3% increase in the precept was agreed for recommendation to full council.

Resolved to recommend to Full Council the figure of £88,510 for 2025 / 2026

Action JE

5. To receive an update of the Parish Council Forward Plan (Action Plan)

The developing forward plan has been used throughout the budget setting, to align aspirations with tangible achievements.

Document about to go under another iteration of redrafting, with a view to picking up items for the Parish Council Standing Orders.

There being no other business the meeting closed at 22:25.

Appendix A – Income budget figures for 2025-2026

Budget 2025-2026				
INCOME	2024/25	Budget	%	
CIL	£ 897.48	£ -		
Donations	£ 782.66	£ -		
Grants Community Benefit	£ 1,741.42	£ 3,000.00		0.00%
Precept	£ 83,500.00	£ 88,510.01		6.30%
VAT	£ 6,991.51	£ 7,500.00		0.00%
Sale of assets	£ -	£ -		
Cemetery	£ 1,350.00	£ 6,000.00		0.00%
Allotments	£ 118.50	£ 2,000.00		0.00%
Interest	£ 933.09	£ 1,000.00		5000.00%
From reserves	£ 13,500.00	£ 14,175.00		
Neighbourhood Plan				
Total		£ 122,185.01		
	Figure to find	£ 122,170.36		

Appendix B – Expenditure budget figures for 2025-2026

EXPENDITURE	Current	Budget 2025-2026	
	2024/2025 Budget	Budget	%
Clerk	£ 20,470.00	£ 21,390.00	5.00%
Clerk other	£ 2,000.00	£ 2,000.00	0.00%
Meeting Room hire	£ 545.00	£ 545.00	0.00%
Office Admin	£ 3,096.00	£ 3,405.00	10.00%
Subs Info	£ 1,200.00	£ 1,500.00	25.00%
HMRC Tax	£ 2,553.00	£ 4,853.00	100.00%
Professional Fees	£ 9,800.00	£ 12,600.00	40.00%
Cllr exps	£ 335.00	£ 335.00	0.00%
Village Hall Pilning	£ 6,000.00	£ -	-100.00%
Village Hall Severn Beach	£ 6,000.00	£ 3,000.00	-50.00%
Play Equipment Pilning	£ 5,000.00	£ 1,250.00	-75.00%
Play Equipment Severn Beach	£ 5,000.00	£ 1,250.00	-75.00%
Play Equipment General	£ 250.00	£ 300.00	25.00%
Library	£ 500.00	£ 500.00	0.00%
Training	£ 500.00	£ 500.00	0.00%
General Maintenance	£ 16,560.00	£ 22,494.00	43.00%
Cemetery Clerk	£ 3,000.00	£ 3,000.00	0.00%
Cemetery Northwick	£ 3,000.00	£ 3,321.36	12.00%
Cemetery Pilning	£ 5,768.00	£ 6,386.00	12.00%
Northwick Tower	£ -	£ 9,000.00	100.00%
Tree Maintenance	£ 2,500.00	£ 2,500.00	0.00%
Donations	£ 3,000.00	£ 5,067.00	68.90%
Toilet Key holder	£ 524.00	£ 524.00	0.00%
Allotments	£ 1,650.00	£ 1,650.00	0.00%
Community Benefit	£ 3,500.00	£ -	-100.00%
Neighbourhood Plan	£ -		
Elections	£ -	£ -	-100.00%
Asset contingency	£ 5,300.00	£ 5,300.00	0.00%
Subgroup amounts		£ 2,000.00	
VAT	£ 7,500.00	£ 7,500.00	0.00%
Total		£ 122,170.36	

Appendix C – Earmarked reserves budget figures for 2025-2026

EARMARKED RESERVES	Current			Budget 2025-2026		
	2024/25	Budget	%	2025/26	Budget	%
From reserves		£ 13,500.00			£ 14,175.00	5.00%
Northwick Tower		£ 21,000.00			£ 10,000.20	-52.38%
Footpath Claims		£ 500.00			£ 500.00	0.00%
Parish Bench replacement		£ 2,750.00			£ 1,430.00	-48.00%
Entertainment fund		£ 645.17			£ 5,000.07	675.00%
Planning legal Fees		£ 14,500.00			£ 14,500.00	0.00%
Memorial Wall		£ 6,000.00			£ 6,000.00	0.00%
Severn Beach Ent fund money	£ 2,613.06	£ 2,613.06			£ -	-100.00%
Sports & recreation					£ 2,000.00	
Community spaces					£ 13,500.00	
Environmental stewardship					£ 2,000.00	
Social engagement					£ 2,000.00	
	£ 2,613.06	£ 61,508.23		£ -	£ 71,105.27	
Total reserves		£145,008.43			£150,261.07	