

Meeting Notes from Finance Committee Meeting held on 14th December at 8pm on Zoom and open to the public and press

PRESENT: Alderman Peter Tyzack (Chairman), Sue Binns, Mike Pruett, Kevin Weeks & Carol Woodhouse

Also present: Parish clerk Jonathan Edwardes

1 – Apologies for absence

Olga Taylor

2- Declaration of Interest

None reported

3 – Presentation of Accounts for 2020 / 2021 Year to Date

The Chairman confirmed that copies of expenditure/ income for year to date had been circulated prior to the meeting.

INCOME

2020/2021 Budget 2020/2021

INCOME

Precept	£70,309.00	£68,334.00
Allotments	£884.20	£1,200.00
Grants (Community Benefit)	£401.00	£2,500.00
CIL	£3,976.48	£-
Bank Interest	£17.24	£15.00
Cemetery Income	£3,871.40	£1,750.00
Sale of Assets		£-
Donations	£2,999.38	£-
VAT Refund	£6,926.08	£7,500.00
Total	£89,384.78	£81,299.00

EXPENDITURE

Clerk Wages	£7,800.59	£12,200.00
Clerk Other	£705.62	£750.00
Meeting room hire	£47.96	£400.00
Office Admin	£1,775.72	£2,000.00
Subscriptions/ Info services	£704.87	£900.00
HMRC PAYE	£572.48	£1,750.00
Professional Fees	£4,814.42	£5,000.00
Cllr Expenses	£7.50	£500.00
Village Halls - Pilning + field	£280.75	£3,000.00
Village Hall Extension - Pilning	£-	£3,500.00
Village Halls SB	£-	£3,000.00
Play Equipment	£170.00	£7,000.00
SB Library	£302.28	£500.00
General Maintenance	£6,400.39	£12,000.00
Cemetery	£7,602.67	£4,000.00

Donations (Section 137)	£840.00	£3,000.00
Toilet key holder	£299.97	£400.00
Allotments	£1,749.19	£1,500.00
Grants (Community Benefit)	£1,200.00	£3,500.00
Parish Plan/ Elections	£-	£3,000.00
Parish Assets Contingency	£-	£5,800.00
VAT Expended	£3,051.12	£7,500.00
Total	£38,325.53	£81,200.00

4 – Allotment Fees

Agreed that the fees for the allotment fees will remain unchanged in 2021/2022.

5 - Consideration of Budget for 2020/ 2021

After discussion the following budget was agreed for recommendation to Full Council;

INCOME Budget 2021/2022

Precept	71715.18*
Allotments	1200.00
Grants (Community Benefit)	2500.00
CIL	3500.00
Bank Interest	15.00
Cemetery Income	1750.00
Sale of Assets	0.00
Donations	0.00
VAT Refund	7500.00
Total	88180.18

* 2% increase shown

EXPENDITURE

Clerk Wages	16000.00
Clerk Other	750.00
Meeting room hire	400.00
Office Admin	2000.00
Subscriptions/ Info services	900.00
HMRC PAYE	1750.00
Professional Fees	7000.00
Clr Expenses	500.00
Village Halls - Pilning + field	4500.00
Village Halls SB	4500.00
Play Equipment	7000.00
SB Library	500.00
General Maintenance	12000.00
Cemetery	6000.00
Donations (Section 137)	3000.00
Toilet key holder	470.00
Allotments	1500.00
Grants (Community Benefit)	3500.00
Parish Plan/ Elections	3000.00
Parish Assets Contingency	5300.00
VAT Expended	7500.00
Total	88070.00

7 – Recommendation for Precept 2021/ 2022

After considering the budget recommendations, it was agreed to recommend a 2% increase subject to any guidance from South Gloucestershire Council or 2.5% increase if permitted for 2021 / 2022

8 – To agree the Burial Fees for 2020/ 2021

Agreed that the fees for the cemeteries will remain unchanged in 2021/2022.

9 – Review of Parish Council Policies

After discussion, it was agreed to recommend the following policies as presented;

- Parish Councillors Allowance Policy
- Equal Opportunities Policy
- Equality & Diversity Policy
- Financial Regulations
- Freedom of Information Policy
- Grant Awarding Policy
- Grievance & Disciplinary Policy
- Health & Safety Policy
- Risk schedule
- Safeguarding Children, Young People and Vulnerable Adults Policy
- Training/ Learning and Development Policy
- Complaints Policy
- Social Media Policy
- Code of Conduct (S.Glos Council version adopted at the Annual Meeting)
- Press & Media Policy
- Standing Orders

Safeguarding policy requested that the safeguarding policy be shared with the village halls.

Training policy 3.2 amended to include training needs being discussed at an annual review.

Equal opportunities policy to include a section on recruitment.

Grants policy a reference is required to show which Act of Parliament dictates this

Health and Safety policy needs a new section to show the status of volunteers working for the council and that their names are recorded for health and safety purposes and insurance purposes.

Risk Assessment note needs to be made about volunteer / councillor insurance

Social media and Press and Media policy need to be cross referenced. JE to consider if there is any scope in combining the two policies.

Alterations to be made for presentation to the whole council.

Action JE

10 Full Council – To agree Parish Council Action Plan

Publicity and Website and social media need to be combined into one section

Play equipment – insurance of the equipment and users are two separate things. Clarity needs to be sought over which organisation is insuring which part.

After discussion, it was agreed to defer the Action Plan for 2020/ 2021 to the January 2021 Full Council meeting.

Action JE

Standing Orders

Recommended that the standing orders be reviewed at the February 2021 full council meeting.

11. Any other business

With no further business the meeting closed at 21:22