

Meeting Notes from Finance Committee Meeting held on 6th January 2020 at 5.30pm at Severn Beach School, Severn Beach and open to the public and press

PRESENT: Cllr Sue Binns (Chairman), Alderman Peter Tyzack, Cllr Mike Pruett, Cllr Alex Smith & Cllr Kevin Weeks.

Also present: Cllr Olga Taylor, Cllr Carol Woodhouse and Victoria Bywater (minutes)

Agenda Item	Notes	Action																																																																																							
1 – Apologies for absence	None reported																																																																																								
2- Declaration of Interest	None reported																																																																																								
3 – Presentation of Accounts for 2019/ 2020 Year to Date	<p>The Chairman confirmed that copies of expenditure/ income for year to date had been circulated prior to the meeting.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #92d050;"> <th style="text-align: left;">INCOME</th> <th style="text-align: center;">2019/2020</th> <th style="text-align: center;">Budget 2019/2020</th> </tr> </thead> <tbody> <tr><td>Precept</td><td style="text-align: right;">68594.00</td><td style="text-align: right;">68334.00</td></tr> <tr><td>Allotments</td><td style="text-align: right;">255.00</td><td style="text-align: right;">1200.00</td></tr> <tr><td>Grants (Community Benefit)</td><td style="text-align: right;">0.00</td><td style="text-align: right;">2500.00</td></tr> <tr><td>CIL</td><td style="text-align: right;">3648.82</td><td style="text-align: right;">0.00</td></tr> <tr><td>Bank Interest</td><td style="text-align: right;">22.50</td><td style="text-align: right;">15.00</td></tr> <tr><td>Cemetery Income</td><td style="text-align: right;">5293.75</td><td style="text-align: right;">1750.00</td></tr> <tr><td>Sale of Assets</td><td></td><td style="text-align: right;">0.00</td></tr> <tr><td>Donations</td><td style="text-align: right;">8885.40</td><td style="text-align: right;">0.00</td></tr> <tr><td>VAT Refund</td><td style="text-align: right;">9131.44</td><td style="text-align: right;">7500.00</td></tr> <tr style="font-weight: bold;"> <td style="text-align: right;">Total</td> <td style="text-align: right;">95830.91</td> <td style="text-align: right;">81299.00</td> </tr> <tr style="background-color: #ff0000; color: white;"> <td>EXPENDITURE</td> <td></td> <td></td> </tr> <tr><td>Clerk Wages</td><td style="text-align: right;">11579.73</td><td style="text-align: right;">12200.00</td></tr> <tr><td>Clerk Other</td><td style="text-align: right;">4884.32</td><td style="text-align: right;">750.00</td></tr> <tr><td>Meeting room hire</td><td style="text-align: right;">496.25</td><td style="text-align: right;">400.00</td></tr> <tr><td>Office Admin</td><td style="text-align: right;">1949.64</td><td style="text-align: right;">2000.00</td></tr> <tr><td>Subscriptions/ Info services</td><td style="text-align: right;">549.43</td><td style="text-align: right;">900.00</td></tr> <tr><td>HMRC PAYE</td><td style="text-align: right;">1990.66</td><td style="text-align: right;">1750.00</td></tr> <tr><td>Professional Fees</td><td style="text-align: right;">4713.93</td><td style="text-align: right;">5000.00</td></tr> <tr><td>Cllr Exps</td><td style="text-align: right;">243.25</td><td style="text-align: right;">500.00</td></tr> <tr><td>Village Halls - Pilning + field</td><td style="text-align: right;">7397.48</td><td style="text-align: right;">3000.00</td></tr> <tr><td>Village Hall Extension - Pilning</td><td></td><td style="text-align: right;">3500.00</td></tr> <tr><td>Village Halls SB</td><td style="text-align: right;">0.00</td><td style="text-align: right;">3000.00</td></tr> <tr><td>Play Equipment</td><td style="text-align: right;">1922.60</td><td style="text-align: right;">7000.00</td></tr> <tr><td>SB Library</td><td style="text-align: right;">0.00</td><td style="text-align: right;">500.00</td></tr> <tr><td>General Maintenance</td><td style="text-align: right;">13772.77</td><td style="text-align: right;">12000.00</td></tr> <tr><td>Cemetery</td><td style="text-align: right;">10401.22</td><td style="text-align: right;">4000.00</td></tr> <tr><td>Donations (Section 137)</td><td style="text-align: right;">3715.70</td><td style="text-align: right;">3000.00</td></tr> <tr><td>Toilet key holder</td><td style="text-align: right;">399.97</td><td style="text-align: right;">400.00</td></tr> </tbody> </table>	INCOME	2019/2020	Budget 2019/2020	Precept	68594.00	68334.00	Allotments	255.00	1200.00	Grants (Community Benefit)	0.00	2500.00	CIL	3648.82	0.00	Bank Interest	22.50	15.00	Cemetery Income	5293.75	1750.00	Sale of Assets		0.00	Donations	8885.40	0.00	VAT Refund	9131.44	7500.00	Total	95830.91	81299.00	EXPENDITURE			Clerk Wages	11579.73	12200.00	Clerk Other	4884.32	750.00	Meeting room hire	496.25	400.00	Office Admin	1949.64	2000.00	Subscriptions/ Info services	549.43	900.00	HMRC PAYE	1990.66	1750.00	Professional Fees	4713.93	5000.00	Cllr Exps	243.25	500.00	Village Halls - Pilning + field	7397.48	3000.00	Village Hall Extension - Pilning		3500.00	Village Halls SB	0.00	3000.00	Play Equipment	1922.60	7000.00	SB Library	0.00	500.00	General Maintenance	13772.77	12000.00	Cemetery	10401.22	4000.00	Donations (Section 137)	3715.70	3000.00	Toilet key holder	399.97	400.00	
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	VAT Expended	7000.00	
	Total	83833.85	
7 – Recommendation for Precept 2019/ 2020	After considering the budget recommendations, it was agreed to recommend a 2.5% increase to the Precept for 2020/ 2021		
7 – To agree the Burial Fees for 2020/ 2021	The Chairman confirmed that the Cemetery Clerk had recommended an increase of 2% on cemetery fees for 2020/ 2021.		
8 – Review of Parish Council Policies	<p>After discussion, it was agreed to recommend the following policies as presented;</p> <p>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</p> <p>It was proposed by PT and seconded by KW to approve the above policies enbloc.</p>		Full Council
9 – To agree Parish Council Action Plan	After discussion, it was agreed to defer the Action Plan for 2020/ 2021 to the February 2020 Full Council meeting.		VB
10. Any other business	PT requested that VB is asked to help with Northwick Tower. VB agreed to help where possible/ necessary.		
	With no further business the meeting closed at 7pm.		