

DAVENHAM PARISH COUNCIL

Clerk: Vicky Stock, 6 Grovemount, Davenham, Northwich, Cheshire, CW9 8LY. Tel: 07743 579 057

Minutes of the Parish Council Finance Meeting Held on 7th December 2015 at Davenham Methodist Church Hall Commencing at 7pm

Committee Members Present:

Cllr. Peel
Cllr. Ravenscroft
Cllr. Salt

Also Present:

Vicky Stock – Parish Clerk
Cllr. Cooper
Cllr. Carter

Apologies:

Cllr. Mattinson

Cllr. Peel chaired the meeting:

1. To receive Apologies for Absence and Declarations of Interest

Apologies were received from Cllr. Mattinson. Declaration of Interest received from Cllr. Carter with regards to Davenham Bowling Club.

2. To review the minutes of the Parish Council Finance Committee Meeting held on 18th June 2015

Minutes of Meeting from the last Finance Meeting held on 18th June 2015 had already been approved at a full parish council on Monday 27th July 2015 by Finance Committee members in front of the full council.

3. To Review current year to date and expected year end turn-out

All those present read through the spreadsheets provided by the Clerk showing Actual and Estimated Income to the end of March 2015.

The expected income/budget for 2015/16 was £32,177.00 which included £5,035.05 from reserves. The actual received was £36,600.21 due to receiving a grant towards the Neighbourhood Plan (£6,327.00) and New Homes Bonus (£3,228). Any money not spent from the Neighbourhood Plan Grant will have to be returned. It was discussed that the spreadsheet need to be revamped to keep the Neighbourhood Grant Funds separates so we can monitor spend and not to include this amount in our overall budget for the year.

4. To discuss Budget for 2015/16 and agree a recommended Precept for 2016/17

4a. To discuss projected income and Expenditure as per spreadsheet information provided including the setting of rents due from Davenham Junior FC, Davenham Cricket Club and Davenham Athletic FC.

The committee review a budget analysis with income and expenditure figures to date.

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Budget Analysis 2015 -16		DAVENHAM PARISH COUNCIL													
Budget		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Estimate	Estimate	Estimate	Estimate	TOTALS	VARIANCE
		APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH		
Receipts															
£23,898.95	Precept		£23,898.95											£23,898.95	£0.00
£0.00	Bank Interest													£0.00	£0.00
£2,000.00	VAT								£1,791.99					£1,791.99	£208.01
£0.00	New homes bonus	1		2			3	4		£3,228.00				£3,228.00	-£3,228.00
£1,243.00	Rental Income & Grants	£150.00		£48.28			£1,000.99	£6,327.00		£155.00				£7,681.27	-£6,438.27
£5,035.05	From Reserves													£0.00	£5,035.05
£0.00	Other													£0.00	£0.00
£32,177.00	Total	£150.00	£23,898.95	£48.28	£0.00	£0.00	£1,000.99	£6,327.00	£1,791.99	£3,383.00	£0.00	£0.00	£0.00	£36,600.21	-£4,423.21
Expenditure incl VAT															
£7,327.00	Clerk Salary + PAYE/NI	£592.83	£592.83	£592.83	£592.83	£592.83	£592.83	£592.83	£592.83	£592.83	£592.83	£592.83	£592.83	£7,113.96	£213.04
£0.00	Bank Charges			10										£0.00	£0.00
£1,300.00	Expenses incl Stationery, payroll a	£84.26	£72.00	£160.07	£74.56	£48.29	£51.24	£46.84	£53.53	£80.00	£80.00	£80.00	£234.00	£1,064.79	£235.21
£500.00	Audit Fees		7		£108.00	£240.00								£348.00	£152.00
£750.00	Subscriptions	£759.36		£35.00				£50.00						£844.36	-£94.36
£500.00	Gardens	5		£135.31				£78.20	£186.00	£640.00				£1,240.51	-£740.51
£3,500.00	CWAC Maint & Playing Fields				£344.05	£617.40	£1,008.00		£294.00					£2,263.45	£1,236.55
£1,750.00	Village Gardener						£750.00							£1,625.00	£125.00
£1,200.00	Grants to Organisations							£100.00						£1,100.00	£100.00
£1,250.00	Web Site/Newsletter	£35.96			£35.96			£35.96		£398.00	£35.96			£541.84	£708.16
£2,000.00	Insurance						£1,734.36							£1,734.36	£265.64
£450.00	Room Hire	£114.00		£72.00					£84.00					£330.00	£120.00
£500.00	Playground Inspections	£156.00		£72.00				£72.00			£72.00			£372.00	£128.00
£450.00	Village Xmas Tree Event								£832.32	£20.00	£60.00			£912.32	-£462.32
£150.00	Clerks Training/SLCC			£71.98					£14					£71.98	£78.02
£1,000.00	Neighbourhood Plan	£1,464.10					£750.00							£2,214.10	-£1,214.10
£300.00	Legal Fees	6												£300.00	£0.00
£200.00	Members Expenses							£25.86						£75.86	£124.14
£6,077.00	PCSO			8						£5,900.00				£5,900.00	£177.00
£300.00	Other Expenditure		£197.00	11		£210.00								£407.00	-£107.00
£2,200.00	Contingency		£660.00			£970.00		13						£1,630.00	£570.00
			9											£0.00	£0.00
£31,704.00	Total	£3,206.51	£1,521.83	£2,381.24	£1,500.75	£2,849.12	£3,128.43	£1,002.69	£2,042.68	£692.83	£7,942.83	£708.79	£3,211.83	£30,189.53	£1,514.47
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It was discussed and agreed that rents for Davenham Athletic and Davenham Junior Football Club be raised by 3% for the use of Laburnum and Butcher's Style fields, taking the rental income to £319.30 per football club.

The Cricket Club lease needs to be discussed in more detail but for information purposes the committee proposed a 6% increase until this has been dealt with fully. This will take the Cricket Club lease amount to £732.45.

4b. To agree Precept for recommendation to the Parish Council Meeting to be held on Monday 4th January 2015.

Each income and expenditure item was taken in to account and reviewed against the previous years. Budget figures were set as follows:

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BUDGET PROJECTION 2016 -17		DAVENHAM PARISH COUNCIL		
Budget 15/16		Projected Year End 15/16	Budget 16/17	COMMENTS
	Receipts			
£23,898.95	Precept	£23,898.95	£24,615.92	3% increase in Precept
£0.00	Bank Interest	£0.00	£0.00	No interest charge on current account with HSBC
£2,000.00	VAT	£1,791.99	£1,200.00	£1000 calculated to end Nov 2015.
£0.00	New homes bonus	£3,228.00	£0.00	Unsure if we will receive this in 2016/17
£1,243.00	Rental Income	£1,354.27	£1,371.05	Rents +6% CC +3% DJFC. £319.30 for DJFC & DAFC. 732.44 for DCC
£0.00	Other	£6,327.00	£0.00	NP Grant. Unlikely to receive further grant in 2016/17?
£5,035.05	From Reserves			Haven't brought any money across from reserves yet. Need further advice on
£32,177.00	Total	£36,600.21	£27,186.97	
	Expenditure incl VAT			
£7,327.00	Clerk Salary + PAYE/NI	£7,327.00	£9,015.52	Based on ChALC information Salary Scales SCP23 £10.836 per hr, SCP24 £11.
£0.00	Clerk Pension			Awaiting figures but DPC do not legally have to contribute until April 2017
£1,300.00	Clerks Expenses incl Stationery	£1,064.00	£1,200.00	This figure includes £140 Payroll provider fee
£500.00	Audit Fees	£348.00	£358.44	BDO and Internal Auditor
£750.00	Subscriptions	£844.36	£870.00	ChALC renewal + 3%, food path society, Community Pride, ICO Data protectic
£500.00	Village Gardens	£1,240.51	£2,500.00	Contingency for Trees, £100 Fountain Lane Gardens bulbs, Willflower garden
£3,500.00	Playing Fields	£2,263.45	£2,500.00	Northwich Town Council Grass Cutting, Pathways, Playdale equipment spare
£1,750.00	Village Gardener	£1,625.00	£1,673.00	Village gardener
£1,200.00	Grants to Organisations	£1,200.00	£1,200.00	£1100 grants plus RBL £100
£1,250.00	Web Site/Newsletter	£541.84	£557.23	£1000 Newsletter x 2. Website charges 35.96 x 4+3%
£2,000.00	Insurance	£1,734.36	£2,000.00	Renewal + 3 %
£450.00	Room Hire	£330.00	£400.00	
£500.00	Playground Inspections	£372.00	£383.00	Quarterly inspection £72 x 4 + 3%. ROSPA £200
£450.00	Village Xmas Tree Event	£912.32	£1,200.00	To include: Xmas Tree, Amberon, St. John and refreshments - do we need PA?
£150.00	Clerks Training/SLCC	£71.98	£150.00	New Councillors will need to attend courses this year.
£1,000.00	Neighbourhood Plan	£2,214.10	£1,000.00	
£300.00	Legal Fees	£300.00	£300.00	Legal fees due for FIT registration and sorting out deeds for land
200.00	Members Expenses	£75.86	£200.00	
6,077.00	PCSO	£5,900.00	£6,077.00	£5900 + 3%
300.00	Other Expenditure	£407.00	£500.00	£20 a month Storage plus £60 plus vat for boxese
	Chairman's Fund	£0.00	£200.00	To cover ourselves for sundry items.
2,200.00	Contingency	£1,630.00	£0.00	From reserves for railings painted May 2015.
£31,704.00	Total	£33,890.12	£32,284.19	Total INCOME required
			£27,186.97	Income expected based on same precept as last year
			£5,097.22	TOTAL (over budget to come from reserves)

Cllr. Cooper and The Clerk will get together and try and make the current spreadsheets more user friendly for the future.

Based on the above figures the Finance committee recommended a 3% increase to the current Precept was to manage the budget for the upcoming financial year.

This would mean a 61 pence increase on a Band D property per year.

We need to spend some of our capital in for the following areas:

- Bark for play area £1,500 - £1,800) – The Clerk is still gathering quotes on supply and installation.
- Laburnum Road Gates – Will we need to contribute any amount?
- Invest in drainage for Butcher's Stile and extend Laburnum Road drainage
- Wildflower garden
- Contingency for any trees that need pruning (particularly on Butcher's Stile and one potentially in the village garden)

Other areas of increase:

- Clerk Salary (to be discussed further during Private and Confidential section of the next full parish council meeting)
- Christmas Event – We spent extra money this year on road closure and St John Ambulance. We will need to do the same next year and potentially look into hiring a PA system.

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5. Grant Applications

5a. To review the Grant Applications received and to make recommendations for the full Parish Council to consider on Monday 4th January 2016.

We received an unusually high number of applications this year and DPC's grant budget is £1,200 however £100 has already been spent on a Civic Wreath and contribution to catering after the remembrance event.

The following Grant Applications were received and amounts agreed.

Name of Organisation	Purpose of Grant	Amount Requested	Grant Amount suggested to be awarded	Reasons for DPC's Decisions
Davenham Athletic	Towards general equipment which is needed in order to support the team such as footballs, goal nets, training equipment etc.	£250	£100	Happy to help with the club.
Davenham Bowling Club	To purchase a number of sets of smaller size bowls to try and encourage the children and youth of our parish to play bowls at the Club.		£100	Bowls are £80-£100 per set so DPC would like to be able to cover the cost of at least one set.
Davenham Cricket Club	Purchase of a bowling machine to assist junior coaches to provide meaningful practice sessions for the junior age group.	£200	£100	Although they do have a healthy bank account we do not feel we should be penalising them for being successful as they do provide a great community venue and cater for a lot of young people. It is also a very good use of parish council land and there is no way we could maintain the club in the high standard as the club does.
Davenham Junior Football Club	New storable Metal Goals for new under 13s pitch	£600	£150	The Junior football club caters for a great number of youngsters from the village and the goal posts will help them in their new ground.
Davenham W.I	To contribute towards payment for speakers to enable this local but small WI to continue to educate, inform and entertain.	£100	£50	Happy to contribute to helping this small worthy group. Smaller contribution due to high number of grant applications.
1 st Rainbows	To replenish stationery supplies and provide equipment to deliver Rainbow's programme.	£100	£50	Happy to help with this. Small contribution due to high number of grant applications.
1 st Davenham Scouts – Beavers	To restock the Beavers supply of equipment used for creative and indoor games and activities	£250	£100	Again a smaller contribution due to number of grants.
1 st Davenham Scouts – Cubs	A new leaders/equipment tent.	£350	£150	A smaller contribution than last year however we have had a larger number of grant applications this year.
1 st Davenham Scouts - Scouts	Pocket Rocket Stoves and new light weight waterproof tents	£350	£150	
Cheshire Community Development Trust	To pay the cost for an activities organiser for an older people's activity group weekly at Fountain Court	£1,300	0	Although a worthy cause and valid application, due to the high number of applications received our small donation would not make that much difference so would be better allocated elsewhere within the village. CCDT are asking for so much compared to our small grant budget. The accounts (although for 2013 and 2014) also look very healthy. They are also looking for funding from ward councillors. Or do we make a token gesture?
Davenham Methodist Church	Carpet Tiles in the Entrance Hall.	£400	£50	The Church Hall provides an essential place for local people to meet including ourselves. Groups who use the hall do however pay a room rental for this.
Davenham Players	Black and White Tourist Sign to be located at the side of Ernest Ashley	£200	£100	A very worthwhile entertainment place for people of the village.
Total Amount of Grants awarded			£1100	
£100 put aside for Davenham British Legion			£100	
Total Grant Spend for 2016/17			£1200	

6. To consider any other urgent matters to be brought to the attention of the Committee.

None.

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7. Agree Date of Next Meeting and Agenda Items

The meeting closed at 9.45pm. A further date and agenda items to be arranged at a later date.

Signed/ Dated

Chairman