

# DAVENHAM PARISH COUNCIL

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

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## Minutes of the Parish Council Finance Meeting Held on 19<sup>th</sup> March 2016 at Davenham Methodist Church Hall Commencing at 7.30pm

Committee Members Present:

Cllr. Cooper  
Cllr. Ravenscroft  
Cllr. Mattinson

Also present: Vicky Stock – Parish Clerk

Apologies: Cllr. Salt  
Cllr. Peel

Cllr. Peel chaired the meeting:

### 1. To receive Apologies for Absence and Declarations of Interest

Apologies were received from Cllr. Salt and Cllr. Peel.

There were no Declarations of Interest received.

### 2. To review the minutes of the Parish Council Finance Committee Meeting held on 16 March 2016.

Previous minutes were recapped.

### 3. To discuss/amend Davenham Parish Council current Grant Application rules.

Councillors discussed whether there should be a 'spend by' date on grant amounts e.g. by 31<sup>st</sup> March the following year. Councillors need to decide if this really could be properly administered by the clerk.

Consider wording along the lines of:

'Following your recent grant application, DPC awarded 'your grant was awarded for.....'

Please advise:

- How much of the grant was spent
- What was the grant used for?

After discussion it was resolved not to change the grant rules to include the above wording/policing due to time that this would take to follow up. After taking into account we only give grants to mainly Davenham Groups and the amounts we award are so small, it would therefore not be cost effective for the clerk to spend extra time policing the grants once they have been awarded. The grant process involves an application form and submission of accounts from applicants to ensure that grants are awarded responsibly and where most needed.

### 4. To review the budget for the year to-date and to look into taking from reserves money for the following:

- a. Flashing Speed signs (approximately £2,900 per sign + VAT plus £249 installation per sign)
- b. Drainage works for Butchers Stile and Laburnum Road (in the region of £30,000 Butcher's Stile, £7,000 for Laburnum). S106 money available to apply for to help with the cost of Butcher's Stile.
- c. Playground Equipment for Butcher's Stile (in the region of £30,000 - grants also potentially available to apply for to help with cost)
- d. Grassed Verges (approximately £2,000 per grass verge) - Ward Councillors to potentially help to fund this with DPC.
- e. A new PV2 survey to re-calculate footfall across London Road to determine if a pedestrian crossing would be installed by CWAC. Survey Cost £700. The cost of a Puffin Crossing has been quoted by CWAC as £60,000 and approximately an additional £8,000 if the road surfacing has a lower than required resistance to skidding.

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The clerk presented the budget analysis to-date. As at 30/07/2016 reconciled bank balance is £66,951.66. We need to budget £20944.13 for the remainder of the financial year plus 3 months running costs (approx £8154) to be cautious leaving reserves of £34,000.00.

Budget Analysis 2016 -17		DAVENHAM PARISH COUNCIL													
Budget		Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	TOTALS	VARIANCE
		APRIL	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH		
<b>Receipts</b>															
£25,671.51	Precept (inc CTRS of £685)	£25,671.51												£25,671.51	£0.00
£0.00	Bank Interest													£0.00	£0.00
£1,200.00	VAT													£0.00	£1,200.00
£0.00	New homes bonus													£0.00	£0.00
£1,371.05	Rental Income & Grants			£1,051.75										£1,051.75	£319.30
£1,000.00	From Reserves													£0.00	£1,000.00
£1,000.00	Other	£26.00	£50.00	£98.66										£174.66	£825.34
<b>£30,242.56</b>	<b>Total</b>	<b>£25,697.51</b>	<b>£50.00</b>	<b>£1,150.41</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£26,897.92</b>	<b>£3,344.64</b>
<b>Expenditure incl VAT</b>															
£9,015.52	Clerk Salary + PAYE/NI	£620.10	£620.10	£653.50	£1,029.06	£619.90								£3,542.66	£5,472.86
£0.00	Bank Charges													£0.00	£0.00
£1,200.00	Expenses incl Stationery, payroll a	£76.80	£44.08	£69.33	£58.67	£50.74								£299.62	£900.38
£358.44	Audit Fees				£108.00	£240.00								£348.00	£10.44
£870.00	Subscriptions/CP Competition Entry	£917.90	£35.00											£952.90	£82.90
£2,500.00	Gardens		£45.00			£900.00								£945.00	£1,555.00
£2,500.00	CWAC Maint & Playing Fields		£294.00	£294.00	£362.39	£294.00								£1,244.39	£1,255.61
£1,673.00	Village Gardener													£0.00	£1,673.00
£1,100.00	Grants to Organisations													£0.00	£1,100.00
£100.00	Remembrance Service		£50.00											£50.00	£50.00
£968.04	Web Site/Newsletter					£35.96								£35.96	£932.08
£2,000.00	Insurance					£1,416.35								£1,416.35	£583.65
£400.00	Room Hire			£78.00	£35.00									£113.00	£287.00
£383.00	Playground Inspections		£159.60			£72.00								£231.60	£151.40
£1,200.00	Village Xmas Tree Event													£0.00	£1,200.00
£150.00	Clerks Training/SLCC													£0.00	£150.00
£1,000.00	Neighbourhood Plan	£650.00	£1,368.86		£12.00									£2,030.86	£1,030.86
£300.00	Legal Fees													£0.00	£300.00
£200.00	Members Expenses													£0.00	£200.00
£6,000.00	PCSO													£0.00	£6,000.00
£500.00	Other Expenditure		£15.39		£418.00	£25.14								£458.53	£41.47
£200.00	Chairman's Fund													£0.00	£200.00
	Contingency													£0.00	£0.00
<b>£32,618.00</b>	<b>Total</b>	<b>£2,264.80</b>	<b>£2,632.03</b>	<b>£1,094.83</b>	<b>£2,131.08</b>	<b>£3,546.13</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£11,668.87</b>	<b>£20,949.13</b>

It was discussed that the reserves be allocated as follows:

Project	Amount	Information
Amount to potentially use from reserves	£34,000	To be discussed
Speed Signs	£10,000	£2,999 per sign
London Rd pedestrian survey		£700 (£500 funding secured via ward councillors)
Laburnum Road drainage	£7,000	Awaiting further quotations
Butcher's Stile	£11,168	Awaiting quotes but £30,000 approx. (£508 + £18,324 from S106 hopefully)
Grassed Verges	£2,000	approx £2,000 per verge - councillors to identify which verges/how many
Playground Equipment for Butcher's Stile		£30,000 approx grant funding required
	<b>£30,168</b>	
Reserves	<b>£34,000</b>	
Potential expenditure required	<b>£30,168</b>	
Reserves less expenditure	<b>£3,832</b>	

## 5. To discuss Financial Regulations for Davenham Parish Council

### a) to review standard model for financial regulations and amend/approve as necessary

Councillors went through the Financial Regulations and made some minor amendments. The clerk will create the final document for approval/adoption at full council meeting in October.

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

None.

## 7. Agree Date of Next Meeting and Agenda Items.

The next meeting will be arranged by the clerk for November to discuss the precept for 2017/18.

## 8. Closure of Meeting.

The meeting closed at 9.12pm