

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 21st November 2016 at Davenham Methodist Church Hall Commencing at 7pm

Committee Members Present:

Cllr. Mattinson
Cllr. Peel
Cllr. Ravenscroft
Cllr. Salt
Cllr. Cooper

Apologies: Vicky Stock – Parish Clerk

Cllr. Mattinson chaired the meeting:

1. To receive Apologies for Absence and Declarations of Interest

Apologies were received from the Clerk, Vicky Stock. Declarations of Interest received from Cllr. Ravenscroft with regards to Davenham Athletic and Cllrs Peel and Salt with regards Davenham Rainbows.

2. To review the minutes of the Parish Council Finance Committee Meeting held on 19th September 2016

Reviewed with minor errors – date and chair corrected.

Minutes of Meeting from the last Finance Meeting held on 19th September 2016 had already been approved at a full parish council on Monday 24th October 2016 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 prior to the meeting and Cllr Cooper provided detail on the Actual and Estimated Income to the end of March 2017.

The expected income/budget for 2016/17 was £30,242.56 which included £1,000 from reserves. The actual received was £28,552.59 without drawing down anything from reserves.

It was noted that a rebate might be received in respect of the PCSO costs for 2016/17.

4. To discuss Budget for 2017/18 and agree a recommended Precept for 2017/18

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

The committee reviewed a budget analysis with income figures to date.

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Budget	Actual	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			
Receipts															
£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					£1,604.67								£1,604.67	-£404.67
£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				£50.00						£224.66	£775.34
£30,242.56	Total	£25,697.51	£50.00	£1,150.41	£0.00	£0.00	£1,604.67	£50.00	£0.00	£0.00	£0.00	£0.00	£0.00	£28,552.59	£1,689.97
Expenditure incl VAT															
£9,015.52	Clerk Salary + PAYE/NI	£620.10	£620.10	£653.50	£1,029.08	£619.90	£1,013.90	£620.10	£620.10	£964.86	£751.30	£751.30	£751.30	£9,015.52	£0.00
£0.00	Bank Charges													£0.00	£0.00
£1,200.00	Expenses incl Stationery, payroll a	£40.84	£44.08	£69.33	£58.67	£50.74	£69.72	£40.84	£49.93	£58.00	£58.00	£58.00	£208.00	£806.15	£393.85
£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			£66.00	£540.00			£150.00	£1,701.00	£799.00
£2,500.00	CWAC Maint & Playing Fields		£294.00	£294.00	£362.39	£294.00		£1,008.00	£147.00					£2,399.39	£100.61
£1,673.00	Village Gardener													£1,500.00	£173.00
£1,100.00	Grants to Organisations													£1,100.00	£0.00
£100.00	Remembrance Service		£50.00					£150.00						£200.00	-£100.00
£968.04	Web Site/Newsletter	£35.96			£35.96			£35.96	£208.00	£450.00	£35.96		£450.00	£1,251.84	-£283.80
£2,000.00	Insurance					£1,416.35								£1,416.35	£583.65
£400.00	Room Hire			£78.00	£35.00				£103.00					£266.00	£134.00
£383.00	Playground Inspections		£159.60		£72.00			£72.00		£72.00				£375.60	£7.40
£1,200.00	Village Xmas Tree Event								£360.00	£445.00				£805.00	£395.00
£150.00	Clerks Training/SLCC								£30.00			£60.00		£90.00	£60.00
£1,000.00	Neighbourhood Plan	£650.00	£1,368.86		£12.00			£9.00						£2,039.86	-£1,039.86
£300.00	Legal Fees													£0.00	£300.00
£200.00	Members Expenses													£0.00	£200.00
£6,000.00	PCSO							£2,950.00				£2,950.00		£5,900.00	£100.00
£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
£32,618.00	Total	£2,264.80	£2,632.03	£1,094.83	£2,131.08	£3,546.13	£4,033.62	£1,935.90	£1,584.03	£2,529.86	£845.26	£3,819.30	£4,209.30	£30,626.14	£1,991.86
	Reserves Amount = reconciled bank balance 31st Oct							£59,005.68							
	Less expenditure for Nov							£1,584.03	Actual						
	Less expenditure for Dec							£2,529.86	Estimate						
	Less expenditure for Jan							£845.26	Estimate						
	Less expenditure for Feb							£3,819.30	Estimate						
	Less expenditure for March							£4,209.30	Estimate						
	Total Expenditure to the end of the financial year							£12,987.75							
	Total Reserves							£46,017.93							

It was discussed and agreed that rents for Davenham Junior Football Club be raised by 3% for the use of Laburnum and Butcher's Style fields and by 6% for Davenham Cricket Club.

It was noted that the £1,000 budgeted from Reserves was not in fact required during the year 2016/17.

4b. To discuss projected Expenditure as per spread sheet information provided

The committee reviewed a budget analysis with expenditure figures to date. It was noted that the Neighbourhood Plan expenditure (£2,039.86) was covered by grant payments. It was also discussed that a rebate might be received in respect of part of the PCSO costs for 2016/17 (£5,900). However, this remained uncertain at this stage. The amount for Remembrance Service for the year was double (£200) due to difficulties for the British Legion paying in cheques for previous years (2015). Going forward, this annual expenditure would be £100.

4c. To agree Precept for recommendation to the Parish Council Meeting to be held on Monday 28TH November 2016.

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

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BUDGET PROJECTION 2017 -18

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Budget 16/17		Budget 16/17	Projected Year End 16/17	Budget 17/18
	Receipts			
£24,986.51	Precept	£ 24,986.51	£ 24,986.51	£ 24,986.51
£685.00	CTRS	£ 685.00	£ 685.00	£ 579.00
£0.00	Bank Interest	£ -	£ -	£ -
£1,200.00	VAT	£ 1,200.00	£ 1,604.67	£ 1,400.00
£0.00	New homes bonus	£ -	£ -	£ -
£1,371.05	Rental Income	£ 1,371.05	£ 1,051.75	£ 1,105.28
£1,000.00	Other	£ 1,000.00	£ 224.66	£ 50.00
£1,000.00	From Reserves	£ 1,000.00		
£30,242.56	Total	£ 30,242.56	£ 28,552.59	£ 28,120.79
	Expenditure incl VAT			
£9,015.52	Clerk Salary + PAYE/NI	£ 9,015.52	£ 9,015.52	£ 9,497.28
£0.00	Clerk Pension		£ -	£ 284.92
£1,200.00	Clerks Expenses incl Stationery	£ 1,095.92	£ 806.15	£ 1,000.00
£358.44	Audit Fees	£ 358.44	£ 348.00	£ 600.00
£870.00	Subscriptions	£ 870.00	£ 952.90	£ 1,000.00
£2,500.00	Village Gardens	£ 1,277.73	£ 1,701.00	£ 2,000.00
£2,500.00	Playing Fields	£ 2,263.45	£ 2,399.39	£ 2,500.00
£1,673.00	Village Gardener	£ 1,673.00	£ 1,500.00	£ 1,500.00
£1,100.00	Grants to Organisations	£ 1,200.00	£ 1,100.00	£ 1,100.00
£100.00	Remembrance Service	£ 100.00	£ 200.00	£ 100.00
£968.04	Web Site/Newsletter	£ 968.04	£ 1,043.84	£ 1,200.00
£2,000.00	Insurance	£ 1,786.39	£ 1,416.35	£ 1,600.00
£400.00	Room Hire	£ 339.90	£ 263.00	£ 350.00
£383.00	Playground Inspections	£ 383.00	£ 375.60	£ 500.00
£1,200.00	Village Xmas Tree Event	£ 939.69	£ 805.00	£ 1,000.00
£150.00	Clerks Training/SLCC	£ 74.14	£ 90.00	£ 100.00
£1,000.00	Neighbourhood Plan	£	£	£

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		1,000.00	-	-
£300.00	Legal Fees	£ 300.00	£ -	£ 300.00
200.00	Members Expenses	£ 78.14	£ -	£ 100.00
6,000.00	PCSO	£ 6,000.00	£ 5,900.00	£ 6,077.00
500.00	Other Expenditure	£ 419.21	£ 458.53	£ 500.00
200.00	Chairmans Fund	£ 200.00	£ -	£ 200.00
	Contingency			
£32,618.00	Total	£ 30,342.56	£ 28,375.28	£ 31,509.20
			-£ 177.31	£ 3,388.41
				14%
				£28,953.92

The future position on paying for the PCSO is currently unknown, but an amount of £6,077 has been included in the budget at this stage. It was noted that this is a significant amount and, should we not need to pay for these costs, would significantly assist the 2017/28 budget.

The Finance committee discussed options for reducing the shortfall over the next 3 years or so, considering different scenarios with setting the precept at different levels and reviewing the impact of drawdown from reserves.

Based on the above discussion of the figures, the Finance committee agreed on a recommendation for a 7% increase to the current Precept to manage the budget for the upcoming financial year. This would also require a drawdown from Reserves of £1639.35 to manage the budget.

This would mean a £1.50 increase on a Band E property per year (13 pence per month).

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

- Laburnum Road gate – if the current barriers are removed and replaced with a disabled friendly access from Church Street footpath
- Drainage for Butchers Stile and extend Laburnum Road drainage
- Wildflower garden
- New Play Equipment on Butchers Stile playing field

Other areas of increase:

- Clerk Salary (to be discussed further during Private and Confidential section of the next full parish council meeting) – currently budgeted for a 5% increase
- Clerk Pension (to be discussed further during Private and Confidential section of the next full parish council meeting) – currently budgeted for 3% contributions

5. Grant Applications

5a. To review the Grant Applications received and to make recommendations for the full Parish Council to consider on Monday 28th November 2016.

The civic wreath and contribution to Remembrance Service/British Legion was no longer allocated as part of the grant system. The amount available for grants to organisations was £1,100.

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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 training equipment, cones, balls, bibs, match balls, weekly officials fees, affiliation to league, registration fees, insurance	£200	£200	Happy to help with the club.
Davenham Bowling Club	To replace wooden border around the green which has become badly worn and rotten over the years. Propose to remove old timber and pegs and replace with new	£200	£200	Worthwhile long term investment in the club which particularly supports older members of the community
Davenham W.I	To contribute towards payment for speakers for meetings which are often very expensive for our small WI to afford.	£50	£50	Happy to contribute to helping this small worthy group. .
1 st Rainbows	To buy a banner to use at large events and to put on carnival float with the Rainbows logo and unit name.	£100	£100	Happy to help with this and hope the banner will be used for years to come at community events
1 st Davenham Scouts – Beavers	Play parachute to share equipment due to location of groups. 3x cameras for photographers badge without having to borrow.	£375.54	See Scouts below	See Scouts below.
1 st Davenham Scouts – Cubs	Kampa Air Shelter to help with outdoor activities in bad weather	£243	See Scouts below	See Scouts below
1 st Davenham Scouts - Scouts	A number of items to assist with camping and outdoor activities including water activities (saws, blades, flint ignition, paddles, safety equipment for water sports, canoe straps).	£481.77	£350 total for all 3 scouting groups	We have awarded the Beavers, Cubs and Scouts £350 collectively to share as they choose fit and purchase the items that they consider to be most beneficial to the groups. We hope this amount will assist in investing in items that all 3 groups can enjoy and benefit from.
Davenham Players	Purchasing new black curtains for theatre auditorium. The existing ones are showing their age with rips and tears and are badly in need of replacement. The amount requested would be enough to cover about half the labour cost of making the three large curtains needed to replace.	£200	???	More detail required as account only received for 2014 and seem fairly substantial to be requiring a £200 grant towards curtains – is some information missing?
Total Amount of Grants awarded			£900	
£200 put aside for Davenham Players Theatre			£200	More information required before a decision can be made
Total Grant Spend for 2016/17			£900	Subject to outcome of the above decision

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 meeting closed at 8.45pm. It was agreed that an annual meeting of the Finance committee was required each November to discuss the Budget, Precept and Grant Awards. Proposals from the meeting would then be made to the full Council. Any other financial business should be discussed by full council at Parish Council meetings.

Signed/ Dated

Chairman