



Delivering Quality Services to
Coxhoe & Quarrington Hill

Coxhoe Parish Council

Meeting	Finance Sub-Committee
Date	Wednesday 28 th October 2015
Time	5.00pm
Venue	Coxhoe Village Hall

Minutes of the proceedings of the Coxhoe Parish Council Finance Sub-Committee held at 5.00 in Coxhoe Village Hall on Wednesday 28th October 2015.

Attendance: Councillors; S Dunn, C Thirlaway, K Pounder, C Hogarth and K Simpson.

Apologies: None. **Other:** The Clerk Mr G Price.

120. Declarations of Interests:

Cllr. C Hogarth declared an interest in all matters relating to Quarrington Hill Allotments and the Kingswood Community Group.

Cllr. S Dunn declared an interest in all matters relating to Future Leisure in Coxhoe (FLIC).

Cllr K Pounder declared an interest in all matters relating to Quarrington Hill Community Centre and Quarrington Hill Village Partnership.

121. Exclusion of Press and Public.

122. Clerk's request to join the Local Government Pension Scheme and likewise to include the Children & Young People's Services Coordinator.

In considering this matter members **resolved** to decline the request and adhere to the staging date of October 2016 where upon the council would automatically enroll its employees into the pension scheme set up by the government the National Employment Savings Trust.

123. Clerk's Job Evaluation.

In considering the information provided members accepted that a re-evaluation of the Clerk's salary was necessary and the chair requested that the guidance of job evaluation from NALC and or SLCC be forwarded for consideration as this was used previously.

124. Medium Term Financial Forecast – Budget Setting 2016-2017.

Members considered the draft budget proposal prepared by the Clerk that took account of the recent information received from DCC concerning the TAX BASE (number of households paying council tax). Whilst the TAX BASE increases due to a small number of additional properties being added, this is offset by the reduction of the Local Council Tax Reduction Scheme Grant (LCTRSG), resulting in a net overall position of +£49.27. This information received from DCC is unlikely to have any significant changes in the final figures produced in November 2015.

With consideration to the council's spending profile across its budget headings, all areas of spend were examined and amendments/adjustments made where necessary. It was noted that the anticipated outturn/balance (as detailed in the attached spreadsheet) provided a useful forecast in determining the council's precept. This budget profile for 2016-17 illustrated a need for the council to increase its budget to £87,011 (9.35%) to maintain a healthy balance at the year-end of £24,663. For 2017-18 the budget is further extrapolated illustrating that a precept income of £95,441 is required (increase of 9.69%) to provide an outturn/balance of £31,351 in 2017-18. However, it is noted that during the forthcoming years the parish is most likely to have its TAX BASE increased (due to new developments built and occupied). This increase will provide a financial gain and therefore the actual % increase of the precept will be lower than illustrated as it will be spread across a larger number of properties.

Action Points raised from meeting.

Clarify C&YPSC Level of Youth Work Qualification.

VAT Claiming Yearly.

St Mary's Church Invoicing for Annual Maintenance of Yard.

Itemised Contracted Costs for on Grounds Maintenance.

Grounds maintenance. Anticipated increase in portfolio of land to maintain include in budget revision.

Grazing Licence. Inform Tenant increase from £300 to 350/year.

DCC P3 Claim to recoup. Upon completion.

Review of Hanging Baskets. To agended.

Xmas Tree. To agended.

Cost of Bins filling with a Salt from Thinford Nurseries.

Christmas Street Lights.

Removal of Quarrington Hill Clock. Need to undertake some community consultation.

Quarrington Hill Community Centre hire charges for meetings. Usage by CPC & Kingswood. Budgeted allocation made.

£1,000 allocated for use of Coxhoe Village Hall by Parish Council. Budgeted.

RISK ASSESSMENT to do/finalise.

Keep Hard Drive Back-up away from office (at home). Next time

Email access for members to use bespoke emails @coxhoeparishcouncil.gov.uk.

Review of Council's Insurance Policy. The renewal date is June 2016. To seek renewal to cover transfer of CVH to Parish Council and determine insurance cover for the CVH Users/Lease.

Roadside seats. Budgeted to extend number in the parish annually.

Noticeboards. Budgeted to be revised if the parish is to expand its provision in the parish.

CVG & QH Allotment purchase. To be covered by Capital element in budget 2016/17.

Capital 15/16 QHRS/Parkhill lands. To be covered by Capital element in budget and the anticipated Section 106 funds of £16,800.

Conclusion. Using the information provided it was **resolved** that a precept of £87,011 (Precept + LCTRSG) was required for 2016-17. This is an increase of £7,434 (9.34%).

Members of the council are requested to support the deliberations of the Finance Sub-Committee.

Signed on 4th November 2015 as a true record of the meeting.

Cllr. S Dunn (Chair)

Cllr. C Hogarth (Vice-Chair)