

Agenda Item 3

| Bursledon Parish Council | | | | | | | | | | | | | | | | | | | |
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| Minutes of the Finance and Administration Committee | | | | | | | | | | | | | | | | | | | |
| Minutes of the meeting of Finance & Administration Committee held on Wednesday 18 January 2017 at 7:30 pm in the Lowford Community Library, The Lowford Centre, Bursledon. | | | | | | | | | | | | | | | | | | | |
| Members: Cllr M Penn (Chair)+ Cllr K House (Vice Chair) * Cllr D Andrewes* Cllr F Burgess* | Cllr M Garrett+ Cllr M McCormick+ Cllr S Holes+ Cllr J Rich* | | | | | | | | | | | | | | | | | | |
| Note: + = Attended, * = Apologies, # = Absent and no apology received. | | | | | | | | | | | | | | | | | | | |
| Also Attended Officers of the Council R Potter (Parish Clerk), | | | | | | | | | | | | | | | | | | | |
| FA16/09 | Apologies Apologies were received and accepted from Cllrs D Andrewes, F Burgess, K House and J Rich | | | | | | | | | | | | | | | | | | |
| FA16/10 | Declarations of Interest There were no declarations of interest | | | | | | | | | | | | | | | | | | |
| FA16/11 | Minutes of the Previous Meeting The minutes of the Finance and Administration Committee held on 19 October 2016 were approved and signed as a correct record. | | | | | | | | | | | | | | | | | | |
| FA16/12 | Council Budget 2017/18 The Clerk presented a budget report for 2017/18. The report identified the following significant variations. | | | | | | | | | | | | | | | | | | |
| | <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 30%;">Description</th> <th>Explanation</th> </tr> </thead> <tbody> <tr> <td>Precept</td> <td>Increase £2,313: The precept is calculated on the current tax base assuming to increase in the Parish Council Precept</td> </tr> <tr> <td>EBC Support Grant</td> <td>Decrease £1,721: The grant from EBC is voluntary and has been reduced in this year. This grant is additional support in compensation for the change in the way the tax base was calculated.</td> </tr> <tr> <td>Office Services</td> <td>Due to eviction, the Council was unable to offer any services.</td> </tr> <tr> <td>Office Costs</td> <td>Increase in budget of £950: The Council need to purchase a fire proof cupboard/ safe for the storage of the cemetery books and paper work and other legal documents. The cost of this will be about £1,000.</td> </tr> <tr> <td>Photocopier Hire</td> <td>Increase in budget of £600: The Council entered a new lease for an improved copier with more capacity</td> </tr> <tr> <td>Broadband/Website</td> <td>Increase in budget of £1,100: To date this cost has been supported free of charge by Cllr McCormick. This service may no longer be available in the future.</td> </tr> <tr> <td>Equipment Maintenance (page 1)</td> <td>Increase in budget of £450: This is for improved Microsoft office regarding e-mails and outlook.</td> </tr> <tr> <td>BDCA Costs</td> <td>The breakdown of the costs is set out below: Storage: £985 Hall Hire: £838</td> </tr> </tbody> </table> | Description | Explanation | Precept | Increase £2,313: The precept is calculated on the current tax base assuming to increase in the Parish Council Precept | EBC Support Grant | Decrease £1,721: The grant from EBC is voluntary and has been reduced in this year. This grant is additional support in compensation for the change in the way the tax base was calculated. | Office Services | Due to eviction, the Council was unable to offer any services. | Office Costs | Increase in budget of £950: The Council need to purchase a fire proof cupboard/ safe for the storage of the cemetery books and paper work and other legal documents. The cost of this will be about £1,000. | Photocopier Hire | Increase in budget of £600: The Council entered a new lease for an improved copier with more capacity | Broadband/Website | Increase in budget of £1,100: To date this cost has been supported free of charge by Cllr McCormick. This service may no longer be available in the future. | Equipment Maintenance (page 1) | Increase in budget of £450: This is for improved Microsoft office regarding e-mails and outlook. | BDCA Costs | The breakdown of the costs is set out below: Storage: £985 Hall Hire: £838 |
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| | | BDCA Legal Fees: £1500 Legal fees: 12,470 Mediation fees: £750 (The Council agreed to ear mark £10K from reserves towards legal fees) |
| | Office salaries | Increase in budget of £16,850K: This increase includes an additional £4,350 in pension costs and plus £10K for an additional 10 hours per week for the Parish Clerk a, £1,300 for an additional 10 Hours per month for the admin assistant, Staff increments £1200. (Calculated at the request of the Chair of the Council & Chair of F & A Committee) |
| | Election Costs | This is a provision for a by election or to be transferred to reserves for the regular election costs. |
| | Replacement Ground equipment | This is a continuation of the Councils agreed policy to annual provide a sum of £10K to reserves towards the cost of replacing machinery (Schedule attached) |
| | Ground staff costs | Increase in budget of £5K: this is to cover the cost of pension contributions. |
| | Ecology Park | Increase in budget of £50K based on an estimated cost for the safety works in the Lionheart Way Ecology Park. |
| | <p>Summary for the budget year 2017/18 Based on the draft budget outlined the Council will incur an expenditure of £72,205 over its estimated income, which would have to found from within the Councils reserves.</p> <p>This estimate assumes that there is no other income is available to set off the cost of the works required in the Lionheart Ecology park.</p> <p>RESOLVED</p> <ul style="list-style-type: none"> • That the budget for 2017/18 be recommended to Full Council | |
| FA/16/13 | The Meeting closed at 20.45 | |