

GREAT WALTHAM PARISH COUNCIL

Report of the Finance and General Purposes Committee Meeting held on Monday 25th October 2010 at Great Waltham Village Hall

1. Record of Members present

Chairman: Mr Braisby

Councillors: Mr Blaber, Mr Jackson, Mr Steel and Mr Micklem.

2. Apologies for Absence

Were received from Mrs Dickinson.

3. Declarations of interests (existence and nature) with regard to items on the agenda.

No interests were declared.

4. Public Participation session with respect to items on the agenda.

There were no members of the public present at the meeting.

5. Parish Council Accounts as at 30th September 2010.

These were presented, discussed and agreed.

6. Outstanding Accounts.

There were no outstanding accounts:

7. To review Capital Works Provision, and the funding of the programme

The Capital Programme was reviewed and approved as follows:

CAPITAL WORKS PROVISION

Latest Programme

Project Description	Estimated Cost.	Anticipated Grant	Parish Council Funds	Year for work	Funding Method
Play Equipment, Great Waltham	£21034	£15000	£6034	2009/ 2010/ 2011	£15000 Community Initiative Fund (Youth) £6034 Capital Works Account (now completed)
Community Focus Point Project – Feasibility Study	£9476	£7988.00	£1488	2009/ 2010	£6500.00 Essex County Council £1488.00 Great Waltham Village Hall Committee £1488.00 Capital Works Account Part Payment made 21 st September 2009 £5856 Payment made 16 th August 2010 £3620 (now completed)
Purchase of Ford End Cricket Field	£20000	£10000	£10000	Begin 2010/11	£2000 2010/11 £2000 2011/12 £2000 2012/13 £2000 2013/14 £2000 2014/15
Additional Play Equipment- Great Waltham	£8430	£6430	£2000	2011/ 2012	
Additional Play Equipment – Howe Street	£1700	£850	£850	2011/12	
Additional Play Equipment Ford End	£6000	£4000	£2000	(assume 2012/13	
Parish Office	£4000	£2000	£2000	2011/12	

Total	£41510	£28,488	£13022		
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Estimated balance as at 31st March 2011 £10947.69
 Estimated Balance as at 31st March 2012 £4117.69.
 Estimated Balance as at 31st March 2013 £2117.69 (assuming £2000 added to reserves during financial year)
 Estimated balance as at 31st March 2014 £2117.49(assuming £2000 added to reserves during financial year)
 Estimated Balance as at 31st March 2015 £2117.69(assuming £2000 added to reserves during financial year)

8. Report on outstanding loans

There were no outstanding loans to or from the Parish Council

9. New Computer for Clerk

An amount of £450 was included in the start up costs for the Parish Office

10. Parish Office/Focal Point

Start up costs and running costs from December 2010 to March 2011 and full year running costs for the Parish Office were estimated as follows. These were included in the current years budget and the budget for 2011/12.

Heading	Dec 2010 – March 2011	April 2011 – March 2012
Rent	£2000	£6000
Rates	£ 200	£1500
Electricity – Light and Heat	£ 300	£ 700
Electricity Connection Fee	No charge	Nil
Electrical Circuitry Check	£ 100	Nil
Cleaning	£ 50	£ 200
Water/Sewerage	£ 30	£ 100
Insurance – Building	Landlord to Pay	Landlord to Pay
Insurance - Contents	£ 50	£ 100
Legal Fees	£ 250	Nil
Security Alarm – Contract	£ 110	£ 240
Broadband/Telephone Connection	£ 250	£ 360
Tables	Possibly Small Charge Est. £100	Nil
Chairs	Possibly Nil Charge	Nil
Laptop Computer	£450	Nil
Additional Filing Cabinet	£ 25	Nil
Additional Storage Cupboard	£ 25	Nil
Modifications to the premises	Capital Expenditure	Capital Expenditure
Fire Extinguishers	£ 150	£ 25
Security for Clerks Office	£ 50	Nil
General Maintenance	£ 250	£ 250
Sign – Great Waltham Parish Council	£ 100	Nil
Total	£4490	£9475

Estimate £4500 £10,000

Building Modifications (for DDA)

Low ramp to outside step
 Widening Entrance Door
 Modifications to Toilet

Further modifications – interior

Widening of doorway between meeting room and room 1
 Hearing Loop
 Overhead projector
 Screen
 Alternative Heating sources

11. Items for inclusion in budget – as recommended by the Recreation Committee.

Fireman's pole at Howe Street - Estimated £1700 – included in the capital programme for 2011/12. 50% i.e. £850 to be raised by grant.

Weed and Feed at Howe Street Playing Field - £115 – included in the 2011/12 budget under maintenance of playing fields. Total for year £400.

Roundabout or similar at Ford End Playing Field – Total cost £6,000 part funded by grant and to be included in the financial year 2012/13 – included in the capital programme for 2012/13. £4000 to be raised by grant. £2000 from Parish Council funds.

Litter Bin, Great Waltham Recreation Ground £250 – included in 2011/12 budget as only item in litter bin budget.

11. To prepare a budget for the year 1st April 2011 to 31st March 2012

2010/11 Budget: The Committee looked at savings to be achieved in the 2010/11 budget in view of the additional budget required for £4500 for the Parish Office as start up costs and running costs for the remaining four months of year.

The following changes were made - Hire of Hall – reduced to £300: Grants and Donations reduced to £96.25. Essex Village of the Year Prize - £150.22 had been spent. There would be no further spending from this heading. Mr Huggins was investigating provision of cycle racks and this would be considered at the appropriate time using funds from the General Reserve. Provision, Repair and Maintenance of Recreation Equipment – contingency of £200 for remainder of year. This achieves a saving on the year's expenditure of £313.53. Tree planting – reduced to £40. Provision, Repair and Maintenance of fencing gates, notice boards and Seats – contingency of £500 for remainder of year. This achieves a saving on the year's expenditure of £140.70. Parish Office costs £4500. War Memorial maintenance budget reduced to zero. Great Waltham Recreation Ground paths – expenditure reckoned to be £1000 less than originally estimated. Part of the saving may be required to be repaid to the Awards for all Big Lottery fund. Trailer Service reduced to zero.

Publicity/Communications reduced to £500 budget (agreed amount of subsidy for Parish News).

The results of the above indicated that the estimated income would be £56,864.60 and the estimated expenditure £54,143.44 resulting in a balance carried forward of £2721.16.

2011/2012 Budget Following consideration of the current year's accounts and the estimated balance carried forward and the inclusion of the items as shown in 9,10 and 11 above, the Committee reviewed each budget head. The Committee agreed to budget for expenditure on the general account of £44501.06 (as per attached report). To finance such expenditure would require an increase in the precept in the year 2011/12 by 16.2% to £41,416, an increase of £5760 per annum. The estimated effect of this increase on the Parish Council element of the Council Tax for a band D property will be a rise of £6.17 per annum to £44.35 per annum.

12. To review Salaries Wages and Other Payments

Clerks Salary: It was agreed that the rate of pay for the clerk be frozen until the next review
Parish Handyman and Changing Room Caretaker – it was agreed that the wages paid would be reviewed following the announcement of the increase in the minimum working wage.

13. To check, confirm and sign the latest Bank Reconciliation

The bank reconciliation was checked, confirmed, and signed.