

WIGGINTON PARISH COUNCIL – FINANCE COMMITTEE

Minutes of the Meeting of the Parish Council's Finance Committee held on Friday 8th December 2017 in the John Jeffery Room, The Old School Community Hall, Wigginton.

F17/023 Present

Cllrs Runciman (Chair), Denton, Firth, Fisher, and Vaughan.

F17/044 In Attendance

The Clerk.

F17/025 Apologies for Absence

Cllr Spence

F17/026 Declarations of Interest

Cllr Denton in the grant application 17/029

The Clerk was asked to leave the meeting room during the discussion in 17/030 in respect of his salary scale (SCP).

F17/027 Minutes of the last meeting

RESOLVED that the Minutes of the previous meeting, held on 11.09.17 be accepted as a true record.

The Chair signed the Minutes of the previous meeting.

F17/028 Matters arising

There were no matters arising.

F17/029 To consider a grant request.

Members considered a grant request from a new group Haxby and Wigginton Seniors Social Group, towards the cost of provision of a new-year's eve celebration.

RESOLVED that an award of £ 150.00 be made.

F17/030 To consider and decide upon budget proposals for 2018-2019.

The Clerk presented the budget proposals including a current and year-end financial overview (page 1 of the report attached). Members agreed to the transfer of £ 5000.00 from the HSBC high interest account to the Skipton Building Society.

Members agreed that anticipated legal costs in respect of the proposed community pavilion at the Wigginton Sports and Playing Field will be taken from reserves and not form part of the budget as will proposed contingency provisions.

Members discussed the clerk's salary scale point. At this point of the meeting the clerk left the meeting room. Members agreed that the clerk's salary scale point be SCP 25 with effect from 1st January 2018, it was further agreed that any forthcoming NALC salary award be automatically implemented at the appropriate time. After discussion the clerk re-joined the meeting.

The Finance Committee agreed the budget as attached and that the precept for 2018-19 will be £ 53686.00 and increase of 3.09% over 2017-18.

F17/031 Date and Time of Next Meeting

The date of the next Finance Committee meeting will be advised in due course.

F17/032 Attachment

The 2018-9 Budget.

Signed.....**Date**.....

WIGGINTON PARISH COUNCIL

BUDGET PROPOSALS FOR 2018-2019

**AGREED AT THE FINANCE COMMITTEE MEETING TO BE
HELD AT 2pm
FRIDAY 8TH DECEMBER 2017**

Wigginton Parish Council



Working for Wigginton

Financial Overview 2017-18

The Parish Council is currently in a reasonably healthy financial position. Our finances are divided between the HSBC Bank (2 accounts) and the Skipton Building Society. We also have a small number of shares in Lloyds Bank (of little value).

Banking:-

HSBC High Interest Account	at 30.11.17	£ 9947	
HSCBC Current Account	at 30.11.17	<u>£ 28202</u>	
Total	at 30.11.17	£ 38149	
Less anticipated expenditure to 03/18		-£ 11098	
Add anticipated income to 03/18		<u>£ 1069</u>	
Anticipated year-end total 03/18		£ 28120	28120
Add Skipton Building Society at 31.11.17		<u>£ 40314</u>	<u>40314</u>
Anticipated total of all total of all at year end 03/18		£ 68434	68434
Less reserves			
S 106 award to Wigginton Grasshoppers		-£ 7000	
S 106 Village Garth		-£ 2616	
S 106 Mill Lane		-£ 9863	
Gratuity		-£ 2565	
50% of precept as a reserve		<u>-£ 26037</u>	
Total of reserves		-£ 48081	<u>-48081</u>
Total unreserve available at year end			20353

INCOME

	2017-2018	2018-2019
	£	£
PRECEPT	52074	53686
OTHER INCOME		
S.106 RECEIPTS		
DOUBLE TAXATION CofY	4393	4393
ALLOTMENTS	600	600
OLD SCHOOL	1000	1000
BANK INTEREST/SHARES	225	300
RENT RECEIPTS	106	108
Total income other than the precept	v6324	6401
	58398	60087
Precept Increase/decrease	3.5%	3.09%
To meet the 2017-18 expenditure budget members agreed to use £2751.00 from reserves	2751	

NOTES IN RESPECT OF INCOME:

1. The precept is the amount of funding received from City of York Council and the amount is calculated by expenditure less other income. The total Precept is currently made up of 2 elements a) precept and b) council grant payment. (For the 2017-18 budget members agreed at that budget meeting that £ 2751 would be used from reserves).
The 2018-19 precept proposal shows a 3.09% increase over 2017-18.
2. There are no outstanding S 106 monies owed to the Parish Council
3. Double Taxation – this is now reasonably assured and will remain at its currently level unless more work is taken on or is reduced.
4. Allotments – Income has risen to its current level and there are no current plans for any rent increase. A rent review could be carried out in 2018-19 for implementing in 2019-20.
5. Old School – This represents a repayment from the O.S. for the Clerk’s time.
The level charged £ 250.00 per quarter and was reviewed in 2016-17.
6. Bank Interest/Shares – Interest from HSBC remains derisory (as are the returns from our Lloyds Bank shares). The interest received from the Skipton Building Society account is substantially more than the banks or shares. Members agreed that a further £ 5000.00 be transferred to the Skipton Building Society.
7. Rent is received from WSPFA, Churchfield Open Space Committee, The Old School and Northern Power Grid. These are not variable.
8. VAT – This is not included as expenditure figures are VAT free.

NOTE: The precept amount shown is based on the figures indicated in the report and excludes allotments, Old School, bank interest, rents and vat income and is now subject to discussion. Many costs (detailed in Expenditure below), are in essence non-negotiable particularly with administration.

EXPENDITURE

	2017-18	2018-2019
ADMINISTRATION	£	£
Audit Fees	1200	1250
Insurance Fees	1353	1400
Room Hire	500	500
Postage	90	90
Rent	20	20
Salary/PAYE	11975	13473
NI NI (£500) Only applies to WPC	480	500
Gratuity	2565	3420
Stationery	295	350
Subscriptions	900	975
PC Equipment/Telephone/Internet	750	750
Web Site Maintenance	395	824
Travel/Training	100	100
TOTAL OF ADMINISTRATION	20623	23652
GROUND MAINTENANCE		
Christmas Festivities and Band	600	600
Flowers, etc	900	900
Pond	250	250
Grass Cutting	8736	8510
Hedge Cutting	2000	1750
Tree survey		500
Tree Care	2000	2750
Other ground maintenance including drains	1750	2000
TOTAL OF GROUND MAINTENANCE	16236	17260
OTHERS		
Remembrance	100	100
Adoption of telephone kiosk and defibrillator	2000	175
Contingency	2200	
Citizens Advice	5500	5500
Neighbourhood Plan	2000	1000
TOTAL OF OTHERS	11800	6775
GRANTS S.137/Donations		
The Old School	2850	0
Churchfield Open Space Committee	3140	3300
Oaken Grove/Wigginton specific		1600
Other Support Grants(incl.Oaken Grove)	6500	7500
TOTAL OF GRANTS AND DONATIONS	12490	12400
TOTAL OF ALL EXPENDITURE	61149	60087

NOTES IN RESPECT OF EXPENDITURE

The 2018-19 expenditure is 1.74% lower than for 2017-18, based on the information below, this primarily arises due to a decrease in Other costs, although the administration costs have risen due primarily to reflect salary increases. There are also minor increases in gratuity and web maintenance which includes for a web site upgrade.

1. Audit Fees: to Yorkshire Internal Audit Services and PKF Littlejohn LLP.
2. Insurance: For WPC, Old School and Churchfields Open Spaces (Year 3 of 3 agreement)
3. Room Hire: Costs of Old School Room Hire for WPC Meetings.
4. Postage: Monthly cheque payments, correspondence, etc.
5. Rent Receipts: Received from Churchfield Open Space Committee, WSPFA, The Old School and Northern Power Grid
6. Salary: Members agreed that the clerk's salary be Scale SCP 25 with effect from 1st January 2018. It was further agreed that any NALC salary increase be awarded and implemented at the specified time.
7. NI: PAYE is from the salary element and NI is a direct payment by WPC.
8. Gratuity: Annual reserve sum payable to the Clerk on retirement in lieu of pension. The gratuity increases annually due to increased Lower Earnings Limit (NI) and years of service. The Parish Council for future employees will be responsible for offering a pension scheme to which Parish Council contributions will be necessary. The Pension scheme exists and is administered by NEST. The Parish Council has been advised on the Pension Scheme by Colville Financial Services of Haxby.
9. Stationery: Items for day to day office administration.
10. Subscriptions: YLCA, SLCC and Data protection membership annual payments.
11. PC/Telephone/Internet: Cartridges, telephone, internet payments. The Parish Council now has an all-inclusive telephone/broadband which will include free calls.
12. Web: Annual fees for maintenance and support. An additional sum has been added to the Web maintenance to include for a proposed upgrade of the site.
14. Travel/Training: Travel payment include any mileage, car parking etc.
15. Christmas Festivities: Trees for Old School, School and Village, lights and electrics and band for Carol Event. Generally speaking refreshments have been provided by local sponsors. It is becoming more and more difficult with the placing and lighting of the Christmas tree and therefore members will to consider alternatives for 2018. No additional costs are included for this within the budget. These would however be of a minor nature.
16. Flowers: Planting out in village and school in Spring and Autumn.
17. Grass Cutting: Final 2 years of Andrew Hill contract (tendering required in 2020-21 no further extension of the contract is planned). Cutting April or May through to October, including church. A later cut could be necessary depending upon the weather conditions. This has been budgeted for.
18. Tree Care: Additional tree care required particularly through Churchfields/Church Lane and around the village pond. Includes tree density, height reduction and cut back around street lighting. It is planned to carry out a full independent tree survey in the village during 2018-19.
19. Hedge Cutting: This is contracted through a local contractor and has been a Spring and Autumn event. Hedge cutting through village, includes church. With the hedge cutting occurring later than in previous years it is now possible to arrange just a single late summer cut. Forgoing the winter cut will avoid damage to grassed areas caused by the tractor equipment due to soft ground conditions.

20. Other ground maintenance/miscellaneous: Funds for unspecified and infrequent works in the village that now include monthly cleaning and maintenance of the snickets and garden areas at Burrill Drive and Windsor Drive. Any works carried out at Village Garth is taken from S 106 reserves. Footpath edging will also be carried out in 2018-19 and be funded from S 106 reserves.
21. Remembrance: Wreaths, etc.
22. Adoption of the Telephone kiosk for the defibrillator has been completed but there will be a small annual charge for consumables and annual maintenance. The budgeted costs for the purchase of the defibrillator was not used in 2016-17 we successfully applied for a grant from the Ward Committee.
23. Contingency sums will now be taken from reserves and not be part of the budget precept calculations.
24. Support for Citizens Advice for 2 visits per month (1st and 3rd Wednesdays). Fees have risen periodically and covers the costs incurred by CA for its outreach workers. (It is understood that Haxby Town Council are reviewing the effectiveness of this support within the town. If it evolves that that service is reduced members agreed to review the Wigginton frequency with Citizens Advice). In addition we could discuss a councils shared service in Wigginton.
25. Neighbourhood Plan: To date the Parish Council has paid out £ 500.00 (to Haxby Town Council) for administration. We have not been made aware of any future expenditure requirements.
26. Grants:
 - a. Churchfield Open Space Committee grant will be automatic as agreed at Finance Committee. (Currently the Old School is in a healthy financial position and is not expected to be applying for a grant this coming financial year as was the case in 2017-18, although this was budgeted for previously).
 - b. Other Support Grants – various applicants will make applications.
The level for Oaken Grove Youth & Community Association within the grants overall level has been increased to reflect a separate additional support level by the Parish Council for youth activity actually in Wigginton (held on a Tuesday/Wednesday evening at the Old School)
 - c. There are two major projects planned for Haxby (new library) and Wigginton (Community Pavilion). Both projects have considerable costs attached and may warrant the Parish Councils support. Such support is not included in these budget proposals and may be difficult to award under S 137. Some of the monies held under, (but not all), S 106(see reserves held page 1), could be used for the Wigginton pavilion project but not for the Haxby Library project.