

WIGGINTON PARISH COUNCIL – FINANCE COMMITTEE

DRAFT Minutes of the Meeting of the Parish Council's Finance Committee held on Tuesday 27th November 2018 at 1430 hours in the John Jeffery Room, The Old School Community Hall, Wigginton.

F18/021 Present

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

F18/022 In Attendance

The Clerk.

F18/023 Apologies for Absence

None

F18/024 Declarations of Interest

None

F18/025 Minutes of the last meeting

RESOLVED that the Minutes of the previous meeting, held on 10.10.18 be accepted as a true record.

The Chair signed the Minutes of the previous meeting.

F18/026 Matters arising

a) Allotments

The Clerk informed members that tenders have been issued to three local contractors for leylandii hedge removal and installation of a wooden fence at allotments 7a to 10b. The closing date for tenders is 30.11.18

b) Village Pond

The Clerk informed members that the work at the village pond has now been deferred to 2019-20 due to weather and ground conditions.

c) The Clerk informed members that grass verge edging will be carried out during January-February 2019 dependent on weather conditions.

d) Grant payments

The Clerk informed members that S 137 Grant payments are being prepared for - Haxby and Wigginton Luncheon Club, Haxby and Wigginton Seniors Social Club, The Wonder Years, The Wednesday Club and Churchfield Open Space Committee.

The Grant payment to Haxby and Wigginton Youth and Community Association is deferred awaiting receipt of their financial agreement.

RESOLVED that the matters be noted and actioned accordingly.

F18/027 2019-2020 Budget proposals.

Members discussed the already circulated budget proposals. After discussion an amendment was made to the Neighbourhood Plan proposed expenditure increasing it from £ 500 to £ 1000, otherwise the proposals were adopted to be recommended to the Parish Council at the 18.12.18 meeting. A copy of the 2019-2020 budget is attached to these minutes.

RESOLVED that the budget be adopted with the amendment and actioned accordingly.

F18/028 Other business not requiring notice.

Members agreed to a Citizens Advice York request to provide an A frame board for use during their Old School sessions.

RESOLVED that the Clerk obtain an A board.

F18/029 Date and Time of Next Meeting

The date of the next Finance Committee meeting will be held on 05.02.19 commencing at 1430 hours.

NB These minutes are unconfirmed and subject to confirmation at the next meeting of the Parish Council.

WIGGINTON PARISH COUNCIL

BUDGET FOR 2019-2020

Wigginton Parish Council



Working for Wigginton

Financial Overview 2018-19

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 31.10.18	£ 5953
HSBC Current Account	at 31.10.18	<u>£ 41838</u>
Total	at 31.10.18	£ 47792

Less anticipated expenditure to 03/19		-£ 22500
Add anticipated income to 03/19		<u>£ 6180</u>
Anticipated year-end total 03/19		£ 31472 31472

Add Skipton Building Society at 31.10.18	<u>£ 44314</u>	<u>44314</u>
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Anticipated total of all total of all at year end 03/19	£ 75786	75786
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Less reserves		
S 106 award to Wigginton Grasshoppers	£ 7000	
S 106 Village Garth		£ 2616
S 106 Mill Lane	£ 9863	
Village Pond		£ 18000
Gratuity	£ 3400	
50% of precept as a reserve		<u>£ 26844</u>
Total of reserves	- £ 67723	- <u>67723</u>

Total unreserve available at year end		8063
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INCOME

	2018-2019	2019-2020 PROPOSED	AGREED AMOUNT
	£	£	
1. PRECEPT	53686	55634	
Precept increase decrease	3.09%	3.63%	
2. S.106 RECEIPTS			
3. DOUBLE TAXATION CofY	4393	4393	
4. ALLOTMENTS	600	600	
5. OLD SCHOOL	1000	1000	
6. BANK INTEREST/SHARES	300	300	
7. RENT RECEIPTS	108	108	
Total income other than the precept	6401	6401	
	60087	62035	
Income Increase/decrease		3.24%	

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. The 2019-20 draft precept proposal shows a 3.63% increase over 2018-19. The total income shows a 3.24% increase.
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 2019-20 for implementing in 2020-21.
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. This represents approximately 40% of the clerk’s time commitment involved in the management of the Old School due almost entirely to the increased use, maintenance and operating requirements.
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. Consideration should be given to further transfer of funds to this account.
7. Rent is received from WSPFA, Churchfield Open Space Committee, The Old School and Northern Power Grid. Whilst these are not variable it is anticipated that there will be a small increase in the rent received from WSPFA once the new lease is initiated.

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

EXPENDITURE

	2017-18	2019-2020 PROPOSED	AGREED AMOUNT
ADMINISTRATION	£	£	
1.Audit Fees	1250	1400	
2.Insurance Fees	1400	1520	
3.Room Hire	500	500	
4.Postage	90	100	
5.Rent	20	20	
6.Salary/PAYE	13473	14190	
7.NI NI (£500) Only applies to WPC	500	750	
8.Gratuity	3420	3480	
9.Stationery	350	350	
10.Subscriptions	975	1000	
11.PC Equipment/Telephone/Internet	750	1000	
12.Web Site Maintenance	824	500	
13.Travel/Training	100	100	
TOTAL OF ADMINISTRATION	23652	24910	
GROUND MAINTENANCE			
14.Christmas Festivities and Band	600	600	
15.Flowers, etc	900	800	
16.Pond	250	400	
17.Grass Cutting	8510	9600	
18.Hedge Cutting	1750	2000	
19.Tree survey	500	0.00	
20.Tree Care	2750	2750	
21.Other ground maintenance including drains	2000	2000	
TOTAL OF GROUND MAINTENANCE	17260	18150	
OTHERS			
22.Remembrance	100	75	
23.Adoption of telephone kiosk and defibrillator/maintenance	175	50	
24.Citizens Advice	5500	5500	
25.Neighbourhood Plan	1000	1000	
TOTAL OF OTHERS	6775	6625	
GRANTS S.137/Donations			
26a.The Old School	0	0	
26b.Churchfield Open Space Committee	3300	3250	
26c.Oaken Grove/Wigginton specific	1600	1600	
26c.Other Support Grants(incl.Oaken Grove)	7500	7500	
TOTAL OF GRANTS AND DONATIONS	12400	12350	
TOTAL OF ALL EXPENDITURE	60087	62035	

NOTES IN RESPECT OF EXPENDITURE

The draft 2019-20 expenditure is anticipated to be 3.24% higher than for 2018-19, based on the proposals 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. The current contract expires in June 2019, Zurich will offer the Parish Council a 3 Year contract with 5% discount or a 5 year contract with a 10% discount. The budgeted price may increase as at this stage Zurich are unable to give a firm price for 2109.
3. Room Hire: Costs of Old School Room Hire for WPC Meetings.
4. Postage: Monthly cheque payments, correspondence, etc.
5. Rent: Payable to City of York Council for land leases in Windsor Drive and Westfield Grove.
6. Salary: Members agreed that the clerk's salary be Scale SCP 25 with effect from 1st April 2018. It was further agreed that any NALC salary increase be awarded and implemented at the specified time. A further increase is due in April 2019 the budget therefore details the new level.
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. (Currently the LEL is £116.00 x 3.75% x the no. of years service. The LEL increases annually along with service.)
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 monthly invoiced plan.
12. Web: Annual fees for maintenance and support.
13. 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 agreed that a contractor should be engaged to assist from 2018-19.
16. Flowers: Planting out in village and school in Spring and Autumn.
17. Day to day maintenance is minimal at the pond. Significant work is due to take place at the pond in 2019-20 (deferred from 2018-19), costs for this work will be taken from reserves following a tender process. As the pond works costs are from reserve's they do not appear in the budgeted figures above.
18. Grass Cutting: Final year of Andrew Hill's contract (tendering required in 2020-21 no further extension of the contract is planned). Cutting April or May through to October, including church. Additionally, verge edging has again been agreed.
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. It is not proposed to carryout a tree survey during 2019-20.
21. 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.

22. 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 work carried out at Village Garth is taken from S 106 reserves.
23. Remembrance: Wreaths, etc.
24. Adoption of the Telephone kiosk for the defibrillator has been completed but there will be a small annual charge for consumables and annual maintenance.
25. Support for Citizens Advice York (CAY) for 3 visits per month (1st, 2nd & 3rd Wednesdays). Fees have risen periodically and covers the costs incurred by CA|Y for its outreach workers. (Haxby Town Council currently are invoiced by CAY directly for 1 visit).
26. 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. No provision has been made in the budget.
For future budgets we may need to consider including expenditure for works & objectives identified in the Neighbourhood Plan, which is not yet to hand
27. Grants:
 - a. The Old School is now in a very settled financial position and will not be seeking a Parish Council S137 grant in 2019-20.
 - b. Churchfield Open Space Committee grant will be automatic as agreed at Finance Committee.
 - c. 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)
 - d. Two major projects remain in the planning stage for Haxby (new library) and Wigginton (Community Pavilion) remain active. 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.

NOTE: VAT – This is not included as expenditure figures are VAT free.