

WIGGINTON PARISH COUNCIL – FINANCE COMMITTEE

DRAFT Minutes of the Meeting of the Parish Council's Finance Committee held on Friday 29th November 2019 at 1030 hours in the Old School Community Hall, Wigginton.

F19/022 Present

Cllrs Runciman (Chair), Denton, Finch and Spencer.

F19/023 In Attendance

The Clerk.

F19/024 Apologies for Absence

Cllr Vaughan

F19/025 Declarations of Interest

Cllr Denton in minute 19/027a1 Churchfield Open Space grant payment.

F19/026 Minutes of the last meeting

RESOLVED that the Minutes of the previous meeting, held on 27.09.19 be accepted as a true record.

The Chair signed the Minutes of the previous meeting.

F19/027 Matters arising

a) 2019 S 137 grant requests

Members received the individual completed Financial Agreements from the following groups and agreed that the payments agreed at the 27.09.19 meeting be recommended to the Parish Council for payment;

- 1) Churchfield Open Space award of £ 3250.00
- 2) Haxby and Wigginton Youth and Community Association award of £ 5070.00
- 3) Haxby and Wigginton Luncheon Club award of £ 250.00
- 4) Haxby and Wigginton Seniors Social Club award of £ 200.00
- 5) The Wednesday Club award of £ 400.00
- 6) Wigginton Tennis Club award of £ 500.00
- 7) The Wonder Years award of £ 1979.00

Members discussed the benefits of the various grants and the continuing support. It was also agreed that in future match funding of grants will be considered where appropriate, thus extending the Parish Councils support to potentially more grant requests. Members expressed a wish that payments be made before the calendar year end.

RESOLVED that the S 137 grant payment awards be advised to the Parish Council with a recommendation to make the agreed payments and that in future the Finance Committee will consider grants involving match funding if appropriate.

F19/028 To receive and consider the 2020-2021 proposed draft budget.

The Clerk presented the draft 2020-2021 draft budget, which had previously been circulated to members.

This was fully discussed at length and agreed to. The clerk was asked to check all figures prior to the Parish Council presentation on 17.12.19.

The proposed budget is attached to these minutes.

It was further agreed that residents be informed by a form of newsletter about the budget and reason behind the increases and that a budget explanation is prepared for the web site.

RESOLVED that the proposed budget be accepted, subject to the clerk re-checking all quoted figures, and be recommended to the Parish Council for acceptance at its meeting on 17.12.19. Further that a newsletter to residents be produced and circulated including an update to the web site.

F19/021 Date of next meeting.

The next Finance Committee meeting to be confirmed after the next Parish Council meeting.

NB; These minutes are unconfirmed and subject to confirmation at the next meeting of the Finance Committee

WIGGINTON PARISH COUNCIL

BUDGET PROPOSALS FOR 2020-2021

Wigginton Parish Council



Working for Wigginton

Financial Overview 2019-2020

The Parish Council is currently in a reasonably financial position, although they will be less at year end than at the same time last year. Our finances are divided between the HSBC Bank (2 accounts the high interest account is now being run down and will be closed) and the Skipton Building Society. We also have a small number of shares in Lloyds Bank (of little value).

Banking:- NOTE TO BE ADJUSTED END OCTOBER 19

HSBC High Interest Account	at 31.10.19	£ 3498	
HSCBC Current Account	at 31.10.19	<u>£ 26280</u>	
Total	at 31.10.19	£ 29778	

Less anticipated expenditure to 11/19 to 03/20*	-£ 31920		
Add anticipated income to 11/19 to 03/20**	<u>£ 5500</u>		
Anticipated year-end total 03/20	£ 3358		3358

Add Skipton Building Society at 31.10.19	<u>£ 44649</u>		<u>44649</u>
---	-----------------------	--	---------------------

Anticipated total of all total of all at year end 03/20	£ 48007		48007
--	----------------	--	--------------

Less reserves			
S 106 Village Garth		£ 2616	
S 106 Mill Lane	£ 9863		
Gratuity	£ 3480		
50% of precept as a reserve		<u>£ 27817</u>	
Total of reserves	- £ 42803		- <u>42803</u>

Total unreserve available at year end			5204
--	--	--	-------------

***Anticipated expenditure**

Salary/NL/Paye	6500		
Ground works/trees/Christmas	6200		
Administration/CAY		4220	
Grants		<u>15000</u>	
Total		31920	

**** Anticipated income**

Double taxation	4400		
Bank/Building Socy. Interest		350	
Rents		110	
Old School		<u>640</u>	
Total		5500	

INCOME

	2019-2020	2020-2021 PROPOSED	AGREED AMOUNT
	£	£	
1. PRECEPT	54583	67554	
Precept increase over 2019/20		23.75%	
2. S.106 RECEIPTS			
3. DOUBLE TAXATION CofY	4393	4750	
4. ALLOTMENTS	600	780	
5. OLD SCHOOL	1000	800	
6. BANK INTEREST/SHARES	300	300	
7. RENT RECEIPTS	108	110	
Total income other than the precept	6401	6740	
	60984	72294	
Income Increase over 2019/20		18.6%	

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 2020-2021 draft precept proposal shows a 23.75% increase over 2019-2020. The total income shows a 18.6% increase.
2. There are no outstanding S 106 monies owed to the Parish Council
3. Double Taxation – We will be seeking further assistance due to the additional ground works we are now carrying out on behalf of the community.
4. Allotments – Income has risen to its current level and there are no current plans for any further rent increase. Over recent years there has been considerable investment on the allotments. A rent review was carried out in 2019-20 for implementing in 2020-21, further reviews will be carried out every two years. It should be noted that the Parish Council has agreed that an equivalent amount to the allotment rent will be transferred annually to the Poor and Towns Land Charity.
5. Old School – This represents a repayment from the O.S. for the Clerk’s time. The level charged £ 200.00 per quarter to reflect the clerks time spent on Old School matters. This is in fact now reducing and the budget reflects this.
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.
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 the re will be a small increase in the rent received from WSPFA now that the new 2019 lease has been initiated.

NOTE: The draft precept amount shown is a guide based on the figures indicated in the report. Many costs (detailed in Expenditure below) are in essence non-negotiable particularly with administration.

EXPENDITURE

	2019-2020	2020-2021 PROPOSED	AGREED AMOUNT
ADMINISTRATION	£	£	
1.Audit Fees	1400	1450	
2.Insurance Fees	1520	1850	
3.Room Hire	500	500	
4.Postage	100	100	
5.Rent	20	20	
6.Salary/PAYE	14190	15044	
7.NI (NI Only applies to WPC)	750	875	
8.Gratuity (This is in place of a pension)	3480	3500	
9.Stationery	350	350	
10.Subscriptions	1000	1400	
11.PC Equipment/Telephone/Internet	1000	1125	
12.Web Site Maintenance	500	525	
13.Travel/Training	100	100	
TOTAL OF ADMINISTRATION	24910	26839	
GROUND MAINTENANCE			
14.Christmas Festivities and Band	600	750	
15.Flowers, etc	800	800	
16.Pond	400	400	
17.Grass Cutting	9600	10950	
18.Hedge Cutting	2000	2500	
19.Tree survey	0	0	
20.Tree Care	2750	3000	
21.Other ground maintenance including drains, snickets, gardens and grass edging	2000	3000	
TOTAL OF GROUND MAINTENANCE	18150	23900	
OTHERS			
22.Remembrance	75	75	
23. Defibrillator/maintenance	50	50	
24.Citizens Advice	5500	6000	
25.Neighbourhood Plan	1000	1000	
26a.Poor and Towns Land Charity		780	
26b.Pond and OS Roof developments		2000	
TOTAL OF OTHERS	6625	9905	
GRANTS S.137/Donations			
27a.The Old School	0	0	
27b.Churchfield Open Space Committee	3250	3250	
27c.Oaken Grove/Wigginton specific	1600	1900	
27c.Other Support Grants(incl.Oaken Grove)	7500	8500	
TOTAL OF GRANTS AND DONATIONS	12350	13650	
TOTAL OF ALL EXPENDITURE	62035	74294	

NOTES IN RESPECT OF EXPENDITURE

The draft 2020-2021 expenditure is anticipated to be 19.7% higher than for 2019-2020, 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. Fees are anticipated to rise by approximately 10%.
2. Insurance: The 2019-20 budgeted amount was slightly under-estimated for WPC, Old School and Churchfields Open Spaces. The current contract was renewed for three years in June 2019 and increased to its new level to cover increased risks at Churchfield and due to accident claims. Our cover costs are likely to rise by approximately 12%.
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: The NALC salary grades were increased for 2019-20 after the 2019-20 budget was set so an increase occurred which was not previously budgeted for. The clerk's salary grade will be Scale SCP 27 with effect from 1st April 2020. Increased cost of approximately 6% are due.
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 2019-20 LEL is £116.00 x 3.75% x the no. of years service. The LEL increases annually along with service however the 2020-21 LEL is not yet known and is therefore estimated.)
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. Anticipated costs will increase by approximately 14%.
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 2019-2020. Due to increased assistance there is a likely 17.5% cost increase.
16. Flowers: Planting out in village in Spring and Autumn. Planting is carried out in house but may in the future be another project that may need outsourcing.
17. Day to day maintenance is minimal at the pond. Significant work will become necessary in the future although planned works has been deferred from 2018-19. Costs for this work will be taken from reserves following a tender process however as they will be significant funds need to be budgeted for to increase reserves this is also the case with regards to the Old School roof which in due course will need replacing. Members need to seriously consider these items in order that the funds are available at the time they are required in the future. (see also 26a/26b).
18. Grass Cutting: Final year of Andrew Hill's contract (tendering required in 2020-21 no further extension of the contract is planned). Revised tender documents were circulated to 5 local contractors in October 2019 for return on 01.12.19. Therefore, the budgeted figure may need to be corrected before the budget is presented to the Parish Councils December 2019 meeting. Additionally, verge edging has again been included. It is anticipated that costs will rise by approximately 11.4%
19. Hedge Cutting: This is contracted through a local contractor and has been a Spring and Autumn event. Hedge cutting through village, includes the church. Forgoing the winter cut avoids damage to grassed areas caused by the tractor equipment due to soft ground conditions. However, growth is then

excessive come spring and visually unattractive. It is anticipated that costs for 2020-21 will rise by approximately 12.5%

20. It is not proposed to carryout a tree survey during 2020-2021.
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. Increased costs of approximately 11% are anticipated.
22. Other ground maintenance/miscellaneous is for unspecified and infrequent works in the village that now include monthly cleaning and maintenance of the snickets particularly Butts Stead and other snickets, garden areas at Burrill Drive and Windsor Drive. Any work carried out on Village Garth is taken from S 106 reserves. Increased costs of approximately 15% are anticipated although there will be an increase in double taxation expectations because of the non-parish responsibility work carried out.
23. Remembrance: Wreaths, etc.
24. Adoption of the Telephone kiosk for the defibrillator has been completed but there will is a small annual charge for consumables and annual maintenance as may be required from time to time
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). It is anticipated that outreach worker costs will increase by approximately 11%.
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 and therefore only a small provision has been made in the budget.
The work on the Neighbourhood Plan is however coming to fruition and may incur reproduction costs which are not yet to hand. (I understand that HTC have a £ 5000.00 reserve for this).
- 26a. The Parish Council agreed that a sum equal to the rent received from the allotment lettings would be given annually to the fund to assist it meeting future local residents grant applications for support.
- 26b. The pond and Old School roof are major expenditure items and may cost more for the future developments than our reserves allow. The Parish Council will need to establish funds to allow for this work which may cost in excess of £ 50000.00
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 2020-2021. See also 26b.
 - 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 evening at the Old School)
 - d. One major project remains in the planning stage for Haxby (new library) and one project is well advanced in 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. Monies held under S 106 (see reserves held page 1), cannot be used for the Haxby Library project.

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