

Wrockwardine Parish Council

Minutes of the Finance & General Purposes Committee Meeting held on Wednesday 2nd November 2022 at 6.00p.m at Admaston House, Admaston

Present: Cllr E Anderson (Committee Chairwoman)
Cllr K Ballantyne
Cllr P Cooper

In Attendance: Ms J Hancox (Clerk)
1 representative from Admaston House Trustees

22/F14 Welcome
The Chairwoman welcomed everyone to the meeting.

22/F15 Apologies for absence
None

22/F16 Declaration of Interests & Dispensations
a) Pecuniary – None declared
b) Personal – None declared

22/F17 Public Session
A representative for the Admaston House Trustees provided information relating to their request for emergency grant monies required for urgent work to the building. Members of the Committee asked questions to assist with their deliberations later.

Representative left the meeting at 6.35p.m

22/F18 Minutes
It was **RESOLVED** to confirm and sign the Minutes of the Finance & General Purposes Committee Meeting held on 7th September 2022 as a true record and which were received and noted by Full Council on 12th October 2022.

22/F19 Admaston House Grant Money Request
Having listened and considered the information given during the Public Session the Committee discussed the request made and determined that there was insufficient information to make a recommendation to Full Council on a grant award at the present time and that a request for actual quotes for the work required and confirmation of alternative sources of grant monies being sought should be asked for. The Committee also reinforced information that the Clerk had given previously to the Trustees that, due to other commitments and budget restrictions, the Parish Council would not be in a position to offer anywhere near the current estimated costs for works (£25k) even once the additional information had been provided. The Committee also queried the use of the room requiring work and, that if it is solely used as a prayer room, then legislation prevented the Parish Council from awarding money to repair the fabric of a church. Further clarification on its use would therefore be required before any recommendations could be made.

22/F20 Ward Funding Submissions
It was **RESOLVED** to recommend to Full Council that a request be made for appropriate gateways around Charlton be made.

22/F21 Grass Cutting Tender

The grounds Maintenance Working Group met prior to the Committee meeting. However, the group needed to consider additional details on the future of the grass cutting tender before making recommendations to either this Committee or to Full Council.

22/F22 Budget 2023/24

Following the recommendations of the last meeting, a draft budget was considered and, following discussions and some slight adjustments, it was **RESOLVED** to recommend that Full Council accept the draft budget as presented (Appendix 1).

22/F23 Date of next meeting

To be determined by Members of the Committee when required

The meeting closed at 7.48p.m

Signed: _____ *E Anderson* _____ (Chairwoman)

Date: _____ *4th January 2023* _____

Appendix 1

Wrockwardine Parish Council Budget

Planning 2023/24

Parish Management

	Cost Code	Budget Amount 22/23	Proposed 2023/24	Comments
1	Grants s137	1,000	1,000	Equates to 5 grants @ £200 each. Other s137 monies can be used from general reserves up to a value of circa £24k – SID management budget & cemetery grass cutting also come from s137 as no other lawful way of funding
2	Grass/Hedge cutting	10,000	15,000	Considering splitting contract & cost may increase with specialism. Also need to consider including better hedge cutting rather than on an ad hoc basis. Annual tree inspections of the sites also need to be included & any subsequent identified work
3.	Lighting Provision	8,000	6,000	Under fixed contract until 29/3/24. Amount paid to Sept 22 - £2,567 (inc VAT)
4	Lighting Maintenance	7,000	5,000	Current fixed contract ends 30/4/23 at a cost £2,300 + VAT per annum. May offer similar deal but may want to consider a 12-month contract which may cost more, but would tie in with lighting provision contract above & a decision then made on replacements – solar or otherwise. Balance from 22/23 to drop into earmarked reserves (approx £4k) & an additional £20k from current general reserves to be ringfenced for replacement lighting = £24k (see additional note)
5	Playing Fields Maintenance	10,000	5,000	Balance from 22/23 to be carried over (currently approx. £8k) as earmarked reserve for this purpose – play areas are deteriorating, all over 10 years old & anticipated will require extensive work/replacement at some point in the near future
6	Allotments (Admaston)	10	-	Remove budget head & add “General Maintenance” budget head to cover any general maintenance costs to Admaston Allotments, notice boards, seats, war memorial, bus shelters & signs.
7	Bus Shelters maintenance	50	-	Remove budget head (as per 6)

8	SID management	3,600	3,600	No change although if considering purchasing a further SID/additional sites cost may increase for managing dependant on provider (Mr Cartwright)
9	Defibrillator Maintenance	300	250	2 sites will require new batteries & pads in 2023/24. Costs have increased recently due to demand & lack of availability although this may ease moving forward
10	Bins – Emptying/Maintenance	2,500	2,500	PC not billed for the service in 2021/22 hence money in earmarked reserves. Clerk trying to sort it out
11	Notice Boards Maintenance	100	-	Remove budget head (as per 6)
12	Seats maintenance	100	-	Remove budget head (as per 6)
13	War memorial	100	-	Remove budget head (as per 6)
14	Sign Maintenance	100	-	Remove budget head (as per 6)
15	Community Initiatives	500	500	Currently £1k in reserves, plus £500 from 2022/23 + this £500 = £2k to look at funding/contributing to a service helping with cost-of-living crisis
16	Memorial (Wreaths/poppies)	100	50	Annual wreath costs circa £20 with extra in budget for any additional or a price increase
17	Traffic Calming	5,000	-	Currently £40k in reserves (£35 + 22/23 £5k) for Admaston Scheme in development. With additional pressures on the budget 2023/24 i.e. Allscott Meads Allotments & street lighting, decisions to prioritise these & then consider further traffic schemes in 2024/25? Admaston traffic scheme may not be complete until late 2023 – may be boosted by 106 monies earmarked from Allscott Meads development
18	Jubilee Fayre	750	-	One off for 22/23
19	Parish Improvements	7,000	3,000	As the gateways for Wrockwardine will have been implemented, plus the traffic scheme at Admaston. Larger improvements such as allotments at Allscott Meads & street lighting monies need to be found. This budget head should be used for smaller improvements – additional notice boards/bins at bus shelters etc – also need to fund Free Little Library if not completed in 2022/23 - £500
New	General Maintenance		250	Replaces the smaller maintenance budget heads and will cover any general maintenance costs (e.g. paint/small repairs) to Admaston Allotments, notice boards, seats, war memorial & signs
New	Allscott Meads Allotments	-	5,000	SJ Roberts have advised site will be passed over fenced, with water & plots marked out. Spend could be on items such as a community shed, bark/grass for pathways & community tools

New	Events	-	1,000	To cover costs for an Annual Meeting of the Parish and an event connected to the King's Coronation
	Total	56,210	48,150	

Council Administration

	Cost Code	Budget Amount 2022/23	Proposed 2023/24	Comments
20	Subs & Fees	2,500	3,500	To cover any increases in costs i.e. Scribe + SALC fees increasing. Includes Scribe, SALC fees, SLCC fees, ICO fees, Safepoint (current approximation £2,766). May have to consider legal fees if require a solicitor for transfer of deeds to Allscott Meads Allotments & grass cutting tender – although a service level agreement is acceptable particularly if splitting & only for 12 months
21	Chairman's Allowance	600	600	No change
22	Councillor Travel & Expenses	100	150	Combine & reduce slightly
23	Councillor Expenses	100	-	Remove budget head & include in above
24	Hall Hire	500	750	More meetings being held & hall hire cost may increase
25	Audit Fees	700	700	2022/23 spend £550 but increase likely for 2023/24. Includes internal & external audit fees
26	Bank Charges	100	100	Currently £18 per quarter
27	Councillor Training	100	250	Increase to cover any new councillors after election
28	IT Equipment	1,000	250	IT equipment still within first 3 years of use therefore not anticipated that there will be issues
29	Website	100	100	Covers certificates & GDPR requirements & any unforeseen cost associated with website
30	Staff Training	100	60	Not anticipated as Clerk completed CiLCA recently, but at current costs this would fund 2 SALC courses if deemed necessary
31	Staff Travel	250	200	Clerk trying to reduce travel in line with "green" agenda by making less trips to do work & posting notices for meetings in advance when known & combining trips where possible
32	Office/Telephone	600	600	May need to consider increasing as Clerk may submit a request for increase payments due to the energy costs rising & working from home.

				Any amount over the £26 (£312 per annum) tax free amount is subject to tax
33	Stationery/Postage	250	250	Includes ink cartridges for printer which are costly when required
34	Parish Newsletter	50	-	Remove budget head. Consider digital & better use of website & social media
35	Insurance	1,500	1,500	Fixed until 31/5/24
New	Election Fees		2,000	£982 in 2019 (2 uncontested & 4 contested). Currently unsure of costs – won't be confirmed by T&W until New Year
Total		8,550	11,010	

Staffing Costs

	Cost Code	Budget Amount 2022/23	Proposed 2023/24	Comments
36	Staff Gross Salaries	17,920	23,431	Increase is larger as money from reserves was used previously to bolster the increases that were agreed by Council in 2019. Pay award for 2022/23 now given & this increase is based on an increase of two salary pay points – see additional notes. Pay award for 23/24 is an unknown quantity & may be frozen
37	WPC NI Contributions	1,850	2,157	Increase due to salary increase
38	WPC Pension Contributions	1,000	4,991	Increase due to salary increase
Total		20,770	30,579	As a safety net as no details yet regarding current pay award or next year's set a budget of £30k overall for staffing costs?
		85,530	89,739	

Earmarked Capital Reserves

39	Traffic Calming (Admaston Scheme)	35,000	40,000	£5k added from 2022/23
40	Community Initiatives	1,000	1,500	£1k carried over + £500 from 2022/23
41	Admaston Green Grant Monies	2,832	2,832	Unless spent in 2022/23
42	Bin Emptying Contract 2021/22	2,100	2,100	Unless paid to IdVerde
New	Street Lighting		24,000	£4k from 2022/23 + £20k from general reserves
New	Playing Fields Maintenance		8,000	Unspent from 2022/23
New	Free Little Library		500	Not delivered in 22/23
Total			78,932	

Earmarked Revenue Reserves

43	Staff Salaries	3,335	0	Spent in 2022/23
44	WPC Pension Contributions	4,500	0	Spent in 2022/23

Total Budget & Reserves		134,297	168,671	
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Additional Notes**Precept**

2022/23 precept = £87,133 - the council tax base will be higher for 2023/24 due to increased residencies at Allscott Meads & Haygate Fields so will likely come close to the proposed budget of circa £90k. This could therefore mean a no percentage precept increase for residents, their contribution remaining at £51.50 (Band D equivalent).

Staffing Costs

Clerk's Contract of Employment states one salary point to be added after successfully gaining CILCA. Therefore, Clerk's salary will rise 2 points in April 2023 (from 19 to 21). Pay award for 2022/23 and subsequent back pay to be paid from General Reserves.