

Wrockwardine Parish Council

Minutes of the Finance & General Purposes Committee Meeting held on Thursday 26th October 2023 at 6.30p.m at Admaston House, Admaston

Present: Cllr K Ballantyne (Committee Chairman)
Cllr P Cooper
Cllr J Savage

In Attendance: Ms J Hancox (Clerk)

23/F27 Welcome

The Committee Chairman welcomed everyone to the meeting.

23/F28 Apologies for absence

Cllr R Eade – Work commitments

23/F29 Declaration of Interests & Dispensations

- a) Pecuniary – None declared
- b) Personal – None declared

23/F30 Public Session

No items raised

23/F31 Minutes

It was **RESOLVED** to confirm and sign the Minutes of the Finance & General Purposes Committee Meeting held on Monday 13th March 2023 as a true record.

23/F32 Draft Minutes & Reports

The Committee acknowledged that the public's right to the information was not an issue and discussed the practicality of providing it. It was further acknowledged that there is a working party considering improvements to both the website and social media interactions and that eventually this should improve the dissemination of information to the community. Following the discussion, it was agreed to recommend to Full Council the following:

1. The agenda for each meeting to be posted on noticeboards;
2. Draft reports to accompany agenda items to be posted on the website, when they are available, prior to each meeting;
3. The draft minutes of the meeting to be published on the website as soon as they are available.

23/F33 Budget 2024/25

Following a detailed discussion, it was agreed to recommend to Full Council the draft budget as presented (Appendix 1), pending confirmation of precept details from the Borough Council:

1. To set the budget for 2024/25 at £104,305;
2. To implement an increase of £3.50 per year per household;
3. To cover any budget surplus from general reserves

Following a further discussion on bus shelters it was further agreed to recommend to Full Council that:

4. Funds, currently earmarked for solar lights at Wrockwardine Car Park, be used to purchase and install a bus shelter urgently required at Walcot.

23/F34 Date of next meeting

To be determined by Members of the Committee as required.

The meeting closed at 7.55p.m

Signed: _____ (Chairman) Date: _____

DRAFT

Appendix 1
Wrockwardine Parish Council
Budget Planning 2024/25

**Parish
Management**

	Cost Code	Budget 2023/24	NET Position Oct 23	2024/25 Proposal	Comments
1	Grants s137	1,000	750	500	
2	Grounds Maintenance	15,000	5,365	20,000	Increase to £20k – C Hughes £10,200 & Nobridge £9,314 net
3	Lighting Provision	6,000	3,251	25,000	Possible outstanding balance of circa £4k to pay 2023/24 – still being investigated by Npower. Running cost of provision remains at £6k & difference added to earmarked reserves for replacement
4	Lighting Maintenance	5,000	3,043	4,000	Increase in lights needing repair. Contract expires May 2024 will need to extend
5	Play Area Maintenance	5,000	4,220	3,000	Awaiting repairs to W'dine circa £1k. Deterioration will continue due to age of equipment. Includes cost of resistograph testing to equipment (£500) in 2024
6	SID Management	3,600	1,500	4,000	If there is an increase in SID locations/number of SIDs cost may increase
7	Defibrillator Maintenance	250	250	250	Battery replacements soon required for 2 defibs. Defibs are now 5 years old & cabinets have deteriorated. BHF recommends defibs life expectancy is 4-6 years, currently no apparent issues
8	Bins (Emptying)	2,500	1,583	2,500	
9	Memorial	50	26	50	Additional lamp post poppies purchased £90
10	Parish Improvements	3,000	2,028	2,000	Have purchased benches & gateways – from grant money awarded
11	Community Initiatives	500	500	500	Already £2,000 in reserves 2023/24 (including current year balance). This could be used to supplement grant awards dependent on request
12	General Maintenance	250	250	250	
13	Allscott Meads Allotments	5,000	5,000	-	Legal fees will be circa £1,100 + VAT. Set up costs unknown at this time – monies dropped into earmarked reserves if not spent by end of year – dependent on timescales from SJ Roberts
14	Events	1,000	1,000	50	
	Total	48,150	28,766	62,100	

**Council
Administration**

	Cost Code	Budget	NET Position Oct 23	2024/25 Proposal	Comments
15	Subs & Fees	3,500	757	3,500	May be an increase in fees SALC/NALC, SLCC, Scribe & RoSPA 2024/25
16	Chairman's Allowance	600	600	600	No change
17	Cllr Travel & Expenses	150	77	150	No change
18	Hall Hire	750	750	1,000	Consider an increase due to possibility of using alternative sites & also potential increase in prices at AH
19	Audit fees	700	124	700	No change
20	Bank Charges	100	64	100	Per quarter mandatory fee
21	Councillor Training	250	250	50	Change due to lack of training being undertaken
22	IT Equipment	250	175	250	No change
23	Website	100	74	200	£11.99 per month now ongoing for Hugo Fox site. Need to consider investment in new site & also new email/server providers
24	Staff Training	60	60	30	Change due to lack of training required
25	Staff Travel	200	115	200	No change
26	Office/Telephone	600	310	600	No change
27	Stationery/Postage	250	236	200	No change
28	Insurance	1,500	153	2,000	Fixed until 31/5/24 then cost may increase
29	Election fees	2,000	2,000	-	Invoice not yet received for May elections, no planned elections 2023/24
	Total	11,010	5,745	9,580	

Staffing Costs

	Cost Code	Budget	NET Position Oct 23	2024/25 Proposal	Comments
30	Salaries	23,431	7,825	24,675	Pay award for 2023/24 not yet finalised
31	WPC NI Contributions	2,157	739	2,200	
32	WPC Pension Contributions	5,436	2,118	5,750	
	Total	31,024	10,682	32,625	

Totals	90,184	45,193	104,305
---------------	---------------	---------------	----------------

Earmarked Reserves 2023/24 to be carried forward

Traffic Calming Admaston	40,000
Community Initiatives	1,500
Street Lighting Replacement Admaston	24,000
Playing Fields Maintenance	6,000
Little Free Library	500
Grounds Maintenance Urgent Work Fund	1,000
Outdoor Gyms, Wrockwardine (Commuted Sum)	660
Grant PCSO Vehicle	2,000
Solar Lights Wrockwardine Car Park	3,303
SJ Roberts Grant Bird/Bat Boxes	192
B5063 Contribution	1,000
Feasibility Study Admaston Traffic Calming	550
Allscott Meads Allotments	5,000
	85,705

Recommendations

1. To set the budget for 2024/25 at £104,305
2. To implement an increase of £3.50 per year per household = £55.00 per year per household for 2024/25 to raise a precept of circa £101,000
3. To cover the budget surplus of circa £3,300 from general reserves

Additional Recommendations

4. It is unlikely that the earmarked reserve for solar powered lights for Wrockwardine Car Park will be used this financial year it has therefore been proposed that this money be used to urgently provide a bus shelter at Walcot which is required due to a bus service now running through the village.