

## LINBY PARISH COUNCIL

### **Minutes of the Finance Committee Meeting held on Thursday 4<sup>th</sup> January 2024 at Brooke Farm, Linby commencing 7.00pm**

**Present:** Cllr Wyn Lewis, Cllr Charlotte Harrison, Cllr Denise Ireland and the Clerk

#### **1. Apologies**

None

#### **2. Declarations of Interest**

None

#### **3. Consider the accounts up to 31<sup>st</sup> December 2023**

The accounts were considered by the committee. The precept has been received in full.

#### **4. Review spending levels against budgets**

Clerks Salary is expected to be overbudget by £293.54 due to a pay increase and back pay recommended by NALC

The budget of £100.00 for Training Events has not been used.

Parish Council insurance is underbudget by £60.15.

The insurance for the Parish Council mower is overbudget by £11.24 due to an increase in their costs.

The budget for the annual NALC subscription is overbudget by £23.00 due to an increase in their costs.

Accounting fees is overbudget by £105.00 due to the additional work required to the external audit for the 2022/2023 accounts.

The Internal Audit fee is underbudget by £98.00.

Website costs is overbudget by £267.87 due to the requirement of an SSL Certificate and the cost to employ Sam Briggs at Vitty to have the PC website appear on search engines

The Chairman allowance which is used to purchase a wreath from the Royal British Legion is slightly underbudget by £6.46.

The budget for petrol for the lawnmower is expected to be within the budget.

The budget to carry out repairs/service to the lawnmower is expected to be slightly overbudget due to the mower requiring a full service and new blades

The budget to maintain the docks has not been used.

Lights maintenance and running costs is within budget

The budget for the Christmas tree and delivery is overbudget by £50.00 due to increase in costs

The budget for purchasing new Christmas lights (including restoring lights) has been used in full. Additional monies taken from the profits made from the Bonfire event held in 2022

The budget for purchasing plants for the village is within budget

General maintenance of the village is very slightly overbudget by £7.75

Lengthsman & Grass maintenance budget is expected to be within budget

The budget for road sweeping and garden waste collection is expected to be within budget

The budget for weed spraying is expected to be underbudget due to having only one visit in 2023

The budget for the Bonfire Event is overbudget by £1,000.00 due to the event being cancelled in 2023. This amount will be carried forward to this year's Bonfire in 2024 and is expected to be recuperated after the event.

Carols around the tree budget is taken from the profits of the Bonfire event in 2022.

The budget for the Coronation Celebrations has not been used.

The Committee noted that in 2023/2024, the PC commenced a project to develop the Heritage Centre using S106 contributions received from Gedling Borough Council (and not precept money). The total amount to date is £58,682.38.

Planning costs which include employing a Planning Consultant is expected to be within budget.

#### **5. Prepare Budgets for 2024/2025**

All budget heads were reviewed. The draft budget for 2024/2025 was agreed for submission to the full Council.

- The PC agreed that the Clerks salary will remain at the current pay scale for the upcoming financial year. It will be reviewed when NALC confirm the pay rates for the new financial year. They agreed to increase the budget by 7% to accommodate any future increases. Budget set at £7,616.55.
- Clerks home office expenses to remain at £312.00
- A new budget head was added for Employers Pension Contributions and £1,516.08 allocated
- A new budget head was added for the Local Government Pension Scheme Deficit. This is an amount paid to NCC by a pool of organisations (parish councils) within the Fund as a means of mitigating financial risk (ie ill health, retirement of Clerk). At the time of meeting, it is unknown what the amount will be. The Finance Committee agreed to allocate £500.00
- The budget for Clerk Mileage to be removed
- The budget for Councillor Mileage to be removed
- Stationery budget to remain at £20.00
- ICO Registration (Data Protection Certificate) to remain at £35.00

- Training & Events to remain at £100.00
- Parish Council insurance to remain at £600.00
- Insurance for mower to increase to £350.00 to cover any increases
- NALC Subscription to increase to £180.00 to cover any increases
- Accounting fees to increase to £250.00 to cover the cost of a limited assurance review
- Internal auditor fees to decrease to £130.00
- Website budget to remain at £125.00
- Chairman allowance to remain at 25.00
- The budget for petrol for the PC lawnmower to remain at £225.00
- Service/repairs to lawnmower to remain at £450.00
- Docks maintenance to reduce to £100.00 as the PC already have some paint
- The budget for Christmas lights maintenance/running costs to increase to £300.00 to cover the increases to electricity costs
- Christmas tree/delivery budget to increase to £550.00
- The Finance Committee agreed that the budget for purchasing new Christmas lights is zero this year due to purchases made in 2023/2024. Any future purchases to be taken from profits from the Bonfire event held in 2024
- Budget for Plants for the village to be reduced to £550.00 which should be sufficient for plants for the barrels and troughs
- General maintenance of the village to increase to £250.00
- Lengthsman & Grass maintenance to increase to £1,500.00 to cover the cost to top-up the Lengthsmans pay and the maintenance of grass banks and lawn feed areas in the parish
- The budget for road sweeping (GBC) and garden waste collection to be increased to £400.00 which includes 9 visits for road sweeping between March and November.
- The budget for weed spraying the access roads and roundabout, carried out by CGM to be increased to £336.00 to cover the increase in cost. This is sufficient for 2 visits
- The budget for Best Kept Village Competition to be removed
- The budget for S137 to remain at zero
- The budget for the Bonfire Event to remain at zero
- Donations budget which also includes purchasing poppies to increase to £60.00 to cover the cost of 12 lamp post poppies

- Carols event budget to remain at zero as this is funded through profits from the Bonfire event and donations
- The budget for Open Gardens to remain at zero as the event will not take place in 2024
- The budget for Planning costs to increase to £10,000.00. This is to cover the costs of the Planning Consultant to work on the Local Plan, the Greater Nottinghamshire Growth Strategy, Top Wighay and other developments in the parish. The Finance Committee also advised they will discuss employing a specialist consultant to look at the flooding issues within the parish which includes the flood work at Top Wighay

#### **6. Precept Recommendation for 2024/2025**

The precept recommendation for 2024/2025 is £26,481 an increase of 40.56%.

#### **7. Review Earmarked reserves**

The Ear Marked reserves were reviewed and updated.

Donation from PPLEG for a Community Project (received November 2017) remains at £2,000.00

Elections reserve £500.00

Small Business Rates Relief, Government Grant received 2020 remains at £8,500.00.

Carols around the Tree remains at £0.00

Bonfire Event Project reserve is 0.00. It was agreed the £2,045.36 in the reserve be used towards the purchase of new Christmas LED lights and restoring the old Christmas lights.

Total Earmarked reserves = £11,000.00

#### **8. Review of banking arrangements**

It was resolved that Co-operative Bank continue to provide the Councils banking services. Cllr Claire Hardstaff and Wyn Lewis have been removed as authorisers. Current authorisers are Cllr Denise Ireland, Cllr Charlotte Harrison, Cllr Elaine Tunstall and the Clerk, Liz Gretton.

#### **9. Appoint Internal Auditor**

It was agreed Sue Stack will remain the internal auditor.

#### **10. Review of insurance cover**

The Clerk advised the PC are in a long term agreement to May 2025.

#### **11. VAT Claim**

It was advised that £795.99 is due to be claimed.

#### **12. Review Financial Risk Assessment**

The Financial Risk Assessment was reviewed by the Finance Committee. No changes recommended. To be approved and signed by the PC at a full council meeting.

#### **13. Review Financial Regulations Policy**

The Financial Regulations Policy was reviewed and no changes recommended.

#### **14. Review Financial Reserves Policy**

The Financial Reserves Policy was reviewed and no changes recommended.

**The meeting ended at 20:18**

**Signed:** \_\_\_\_\_