

# **LINBY PARISH COUNCIL**

## **Minutes of the Finance Committee Meeting held on Tuesday 1<sup>st</sup> October 2024 at Brooke Farm, Linby commencing 7pm**

**Present:** Cllr's D Ireland, C Harrison, W Lewis and L Gretton (Clerk)

### **1. Apologies**

None

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

None

### **3. Approval of Finance Committee Minutes 4<sup>th</sup> January 2024**

The Minutes were approved by the Committee and signed by D Ireland and C Harrison

### **4. Consider the accounts up to 30<sup>th</sup> September 2024**

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

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

Clerks Salary is expected to be underbudget by £498.27 due to the Clerk not receiving a pay increase

Stationery & Printing is overbudget by £90.00 due to printing a Newsletter.

Training & Events is expected to be underbudget by £75.00, however, should a new Councillor join the PC, the budget can be used for 'New Councillor Training'

PC Insurance is slightly underbudget by £22.88

The insurance for the PC mower is overbudget by £175.77 due to the PC agreeing to purchase comprehensive insurance cover

NALC subs is expected to be overbudget due to increase in their costs

The budget for Accounting Fees which covers the external audit is overbudget by £170.00. This is due to PC Income being over £100,000 which moves the audit fees into the next bracket.

Internal audit is £10.00 underbudget

Website costs is expected to be overbudget by £7.86, this is due to increase in costs from TSO Host

The Chairman allowance which is used to purchase a wreath from the Royal British Legion is expected to be slightly underbudget

The Budget for the Pension Deficit has not been used as the triannual valuation rates have not yet been set. It is expected these will be set for 2025/2026.

The budget for petrol for the lawnmower is expected to be slightly overbudget.

The budget for repairs/service to the lawnmower is overbudget by £148.93 due to the lawnmower requiring a full service and repairs during the year.

A budget for Water usage at the Heritage Centre has been created and is expected to cost around £160.00 which includes fixed charges from November 2023.

The cost for Electricity at the Heritage Centre is £193.10. A future budget will not be required as the meter has now been removed.

The costs to repair the Generator was £191.14. A budget had not been created as the Generator was donated to the PC and no further expenses are expected.

The budget for Docks Maintenance is expected to be underbudget by £61.46.

The budget for Christmas lights maintenance/usage is expected to be within budget

The budget for Christmas tree/delivery is expected to be within budget

The budget for purchasing plants for the village is overbudget by £60.92 due to purchasing extra compost this year

General maintenance of the village is expected to be within budget

Lengthsman & Grass maintenance is expected to be within budget

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

Weed spraying the access roads and roundabout Budget is expected to be underbudget by £148.00 due to only receiving one visit this year

Donations Budget is underbudget by £10.00

The cost of Carols around the Tree event is expected to be around £460.00. It was previously agreed by the Committee that this will be funded through the profits from the Bonfire Event to held in 2024.

The cost to complete the Heritage Centre Project is £1,595.85. S106 monies have been used.

The PC purchased a strimmer/cord at a cost of £69.56, this had not been budgeted for.

The Planning Budget which includes employing a Planning Consultant/Specialist Flood Engineers is expected to be within budget

## **7. Prepare budgets for 2025/2026**

All budget heads were reviewed. The draft budget for 2025/2026 was agreed for submission to the full Council.

- Clerks Salary to reduce to £7,500.00. This should be sufficient for a 5% pay increase
- Clerks home office expenses to remain at £312.00
- Stationery & Printing to increase to £100.00 to cover the cost of a newsletter
- ICO Registration (Data Protection Certificate) to remain at £35.00
- Training & Events budget to remain at £100.00
- The budget for PC insurance to increase to £650.00 to cover increase in costs
- Insurance for mower to increase to £550.00 to cover the cost of comprehensive cover
- Budget for NALC Subscription to increase to £200.00 to cover increase in costs
- The budget for the External Audit to increase to £315.00 to cover the cost of a limited assurance review
- The budget for Internal Audit to decrease to £120.00
- Website costs to increase to £200.00 to cover the cost of employing a website maintenance company
- Chairman allowance to remain at £25.00
- The Budget for the Employers Pension Contribution to increase to £1,600.00 to cover the cost of an increase to the Clerk's salary
- The budget for the Local Government Pension Scheme Deficit to remain at £500.00.
- The budget for Petrol for the lawnmower to remain at £225.00

- The budget for Service/Repairs to the lawnmower to remain at £450.00
- A budget for Water usage at the Heritage Centre was created and £100.00 allocated
- The budget for Docks Maintenance to reduce to £50.00
- The budget for Christmas lights maintenance/running costs to be reduced to £200.00
- Christmas tree/delivery to remain at £550.00
- The budget for purchasing new Christmas lights to remain at Zero. It was agreed by the Committee that any purchases are to be taken from profits from the Bonfire event held in 2024
- The budget for Plants for the village to be increased to £650.00 which should be sufficient for summer plants and wildflowers for the Heritage Centre
- General Maintenance of the Village to increase to £2,500.00. The Committee agreed this budget is to be used to maintain the Parish
- The budget for the Lengthsman and Grass Maintenance to remain at £1,500.00
- The budget for GBC Road Sweeping and Garden Waste Bin to remain at £400.00. This should be sufficient for 9 visits, March to November
- The budget for weed spraying the access roads and roundabout is to be reduced to £150.00 as the PC have cancelled the contract with CGM/Nurture
- The budget for S137 to remain at zero
- The budget for the Bonfire Event to remain at zero
- Donations budget which includes purchasing poppies to be reduced to zero as poppies purchased in 2024
- The budget for Carols Event to remain at zero as it was agreed this is to be funded through profits from the Bonfire event and donations
- The budget for Open Gardens to remain at zero
- The budget for Planning to remain at £10,000.00 to cover the costs of a Planning Consultant to work on the Greater Nottinghamshire Growth Strategy, Top Wighay and other developments in the parish. This budget will also cover the cost of employing specialist drainage/flooding engineers for the Top Wighay development.

## **7. Precept Recommendation**

The precept recommendation for 2025/2026 is £28,982.00, an increase of 9.6%.

## **8.0 Review of Ear Marked Reserves**

The Ear Marked Reserves were reviewed and no changes made.

- Donation from PPLEG for a Community Project (received November 2017) remains at £2,000.00
- Elections reserve remains at £500.00
- Small Business Rates Relief, Government Grant received 2020 remains at £8,500.00
- Carols around the Tree £0.00
- Bonfire Event Projects £0.00

The total Ear Marked Reserves are £11,000.00.

**9.0 Review of banking arrangements**

It was resolved the Co-operative Bank continue to provide the Councils banking services. Current authorises are Cllrs Denise Ireland, Charlotte Harrison and Elaine Tunstall and the Clerk, Liz Gretton.

**10.0 Appoint internal auditor**

It was agreed Sue Stack will remain the internal auditor

**11.0 Review of Insurance Cover**

It was resolved Clear Councils (previously BHIB) will provide the insurance cover

**12.0 VAT Claim**

£1,055.07 due to be claimed

**13.0 Review Financial Risk Assessment**

The Financial Risk Assessment was reviewed and agreed at the May 2024 meeting. No further action.

**14.0 Review Financial Regulations Policy**

The Financial Regulations Policy was updated and adopted at the September 2024 meeting. No further action.

**15.0 Review Financial Reserves Policy**

The Financial Reserves Policy was reviewed and no changes recommended.

**16.0 Review Asset Register**

The Clerk circulated the Asset Register prior to the meeting. She advised she is still waiting for confirmation of the cost of the Christmas lights purchased from Leisure Lites in October 2023. Cllr Lewis agreed to pursue.

The Clerk advised the 3 old marquees have been removed from the Asset Register. A Schedule of Disposals was presented to the Committee and signed by Cllr Lewis.

**The meeting ended at 20:25**

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

Date: \_\_\_\_\_