

**Minutes of the meeting of the Finance & General Purposes Committee****Held on 3rd Dec 2012 at 7.30 pm in the Bush Room**

**Present:** - Cllrs. Cllr Terry Hunt (TH) (Chairman), John Cutland (JC), Hannah Richmond (HR), Bernard Willcox (BW), Phil Squires (PS), Brian Lee (BL)  
Bob Phillips (Clerk),

**1. Apologies accepted for Absence**

None

**2. Evacuation Procedure**

Evacuation procedures were noted.

**3. Public Participation**

None

**4. Declaration of Interests**

None

**5. Minutes of meetings held on 5th Nov 2012 and Matters Arising**

**Resolved:** The Minutes of the meetings held on 5th Nov 2012 were approved and signed by the Chairman.

5.1. Matters Arising - None

5.2. Outstanding Actions

5.2.1. ***F120806-4 to seek an informal view of the process and cost for a possible extension of the Youth Centre car park lease.*** ***Action to Clerk***  
Ongoing (3/1212)

5.2.2. ***F121105-1 to construct a detailed plan for the loss of personnel to perform key tasks.*** ***Action to Clerk***  
Ongoing (3/1212)

**6. Matters Arising from Committee reports**

6.1. Planning Committee – none

6.2. Footpaths &amp; Allotments Committee - none

6.3. Playing Fields &amp; Open Spaces Committee - none

**7. Financial Reports**

All reports are filed separately and not included in meeting notes.

7.1. November Month-end

See separate papers. Budget Review &amp; Summary Receipts &amp; Payments

Current Financial Status

Using the November 2012 Reports the overall financial position of the Council can be defined as:

Current Year Fund	17,316.73	
General Reserves	<u>12,250.09</u>	
<i>Surplus for Year to date</i>	29,566.82	29,566.82
Committed net expenditure (as estimated 30/11/12)	--17,670.00	
Additional projected net expenditure	<u>-- 1,346.00</u>	
	--19,016.00	--19,016.00
<b>Estimated end of year surplus.</b>		<b>10,550.82</b>

Nb. This is a very rough calculation as it takes no account of future income or expenditure not included in the committed expenditure.

**Resolved:** The financial reports as presented were accepted as accurate.

## 8. Financial Matters

### 8.1. 2013/14 Budget

See separate papers.

1. **Budget Summary – By Committee** showing the key figures for 2011/12, the projected actual for the end of this year March 2013 and the proposed budget for 2013/14 using a base of a 3% increase but applying additional intelligence. (e.g. taking an average cemetery income over past two years).
2. **Budget Details – By Committee.** This expands the summary sheet to show the finite detail of each cost item
3. **Budget Details – By Committee** (Ear Marked Reserves)
4. **Reserve Account** – Previously used table that shows variation in Earmarked Reserves since 2008/9.

TH led the discussion with a proposal that we base our assumptions on an overall budget increase on the 2012/13 budget of no more than 3%.

(We may yet be subject to a Government maximum of a 2% increase which is likely to be confirmed by a statement on 19th Dec.)

It was reiterated that nearly 80% of our expenditure was restricted and determined by factors largely beyond the council's control. These costs had continued to rise over the past three years where our precept had been kept static. This factor together with a period a significant expenditure on capital projects had resulted in our reserves being reduced by approximately 20%. It was generally agreed that this wasn't a problem but that we should include an element of reserve funding in future budgets to gradually rebuild the levels or as a minimum not allow them to reduce further.

PS suggested that the Council should be more inventive with its budget proposals and perhaps review our assets and assess their cost, use and re-sale value to ensure we are giving our residents maximum value for their taxes. PS gave as an example an option to review our play area at Cross Hands in view of its level of use, cost to provide/maintain and perhaps its resale value. This was obviously a major piece of work and no suggestion was made on how it could be achieved.

TH proposed that, subject to any Government restriction, the Council should adopt a 2013/14 budget in line with the proposed 3% increase as detailed in the circulated papers.

**Resolved:** To recommend to the full Council to agree a nominal 3% increase in the budget for 2013/14 as follows:

	2011/12	2012/13		2013/14
	Actual	Budget	Projected Actual	Proposed Budget
<b>Finance &amp; GP</b> - Expenditure	35,045	31,363	33,422	34,799
Income	52,633	51,476	53,477	52,900
<b>Net expenditure</b>	<b>-17,587</b>	<b>-20,113</b>	<b>-20,055</b>	<b>-18,101</b>
<b>Parks &amp; Open Spaces</b> - Expenditure	30,581	20,220	20,564	20,949
Income	3,618	2,675	2,828	2,163
<b>Net expenditure</b>	<b>26,964</b>	<b>27,545</b>	<b>17,737</b>	<b>18,786</b>
<b>Footpaths and Allotment</b> - Expenditure	8,468	3,355	4,691	3,447
Income	4,275	875	900	875
<b>Net expenditure</b>	<b>4,193</b>	<b>2,480</b>	<b>3,791</b>	<b>2,572</b>
<b>Total Budget</b> - Expenditure	74,094	54,938	58,677	59,195
Income	60,525	55,026	57,204	55,939
<b>Net expenditure</b>	<b>13,569</b>	<b>-88</b>	<b>1,473</b>	<b>3,256</b>
<b>Precept</b>	<b>47,346</b>	<b>47,346</b>		<b>48,766</b>
Operating Account - Year-end balance	304		10,555	13,317
<b>Reserve Balance</b> (2010/11 – 54,610)	<b>45,797</b>		<b>42,057</b>	<b>42,555</b>

## 9. Authorisation of Payments & Income Received

NB. Payee removed from lists for confidentiality.

### 9.1. Payments authorised by Cllrs John Cutland & Terry Hunt

Details	Chq. no	£
Annual Subscription	2172	162.00
Weedkiller/Turf Repair	2173	105.00
Grant Aid donation	2174	250.00
Grant Aid donation	2175	250.00
Grant Aid donation	2176	250.00

Details	Chq. no	£
Grant Aid donation	2177	50.00
Grant Aid donation	2178	50.00
Grant Aid donation	2179	50.00
B&Q – paint for Lych gate	2180	33.06
Grounds Maintenance	2181	1010.90
Total expenditure		2210.96

## 9.2. Recent Receipts

Details	Chq. no	£
Allotment Rent – Plot 1	Inc 2123	12.50
Total received		12.50

**10. Policy Documents**

None

**11. Correspondence**

None

**12. Any other business**

None.

The meeting was closed at 8.17pm.

**The next meeting of the Finance and General Purposes Committee is on  
Monday 7<sup>th</sup> Jan at 7.30pm.**