

Helsby Parish Council

Minutes of the Finance Committee meeting held at 7pm on 7th January 2019 in the Committee Room

Present:

Cllr. Terry O'Neill – Chairman
Cllr. Chris Ellams
Cllr. Peter Duffy
Cllr. Alan Gardner
Cllr. Sarah Temple

1. Public Air Time. Proposed by Cllr. Ellams, seconded by Cllr. Duffy and **RESOLVED – that the meeting be suspended for public participation – F01/19**. There being no matters brought to the committee's attention it was proposed by Cllr. Duffy, seconded by Cllr. Ellams and **RESOLVED – that Public Air Time be closed and the meeting reconvened – F02/19**.
2. Apologies for absence – received and accepted from Cllr. Stuart Hulse.
3. Declarations of disclosable pecuniary interests in accordance with s.33 of the Localism Act 2011 – none reported.
4. Minutes of the previous meeting. Proposed by Cllr. Gardner, seconded by Cllr. Duffy and **RESOLVED – that the minutes of the Finance Committee meeting held on 24th September 2018 be accepted as accurate and signed by the Chairman – F03/19**.
5. Matters arising from the previous meeting – no matters reported.

6. The Committee reviewed grants and earmarked reserves. See table below:

Grants and earmarked reserves for identified projects as follows: -

Particulars	Provided 2018-19	Released 2018-19	Expected Balance Provided 2019-20	Planned Usage 2019-20	Expected Balance 31.3.20
	£	£	£	£	£
Budgeted for grant of £100k to HCSC	£8,000	£0	£12,000 ^(a)	£100,000	£0

Future burial provision	£925	£0	£3,566	£0	£22,491
Soft Safety Surface/new play equipment	£8,000	£8,000	£8,000	£0	£8,000
CWAC c/f new homes bonus (no longer given)	-£8,000	£3,132	£0	£0	£0
Total:	£8,925	£11,132^(b)	£23,566	£0	£30,491
Total earmarked reserves expected balance at 31st March 2019		£106,925	£30,491		

(a) The provision for the grant to Helsby Community Sports Club – HCSC has been increased to £12,000 to bring the total provision to £100,000, the amount sought by HCSC for payment in 2019-20. The decision to use this funding required a new resolution of the Parish Council as the earlier decision by the Parish Council expired some years ago. Cllr. O’Neill reported that the money would be required in 2019/20 as the tenders were out. The money would be sought on completion. Cllr. Gardner mentioned progress payments. *The Clerk reported that the grant must be used towards the building costs and, under no circumstances, must it be used for the day-to-day running of the club or its facilities.*

She went on to add that when the £100,000 was granted, it would deplete the Parish Council's reserves and it was very important that the Parish Council build up its reserves for resilience. Proposed by Cllr. Gardner, seconded by Cllr. Duffy and **RESOLVED – that the Parish Council be RECOMMENDED to grant £100,000 to the Helsby Community Sports Club to go towards sports facilities in Helsby and the provision of a permanent office for the Parish Council – F04/19.**

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(b) The council resolved to transfer £8,000 from the new homes' bonus reserve to a new reserve for future expenditure on the soft play surface. The £8000 was spent in 2018/19 towards resurfacing teen and swing areas. The balance of New Homes Bonus Reserve £3,132, has paid for the new planters £1,380 and £2,100 grant to create new pathway between Hornsmill school and Three Ways Lay By.

Cllr. O'Neill reported that, on his estimates and predictions in the 5-year plan, the General Reserves will increase by £20,000 over the next 5 years. Proposed by Cllr. Gardner, seconded by Cllr. Ellams and **RESOLVED – that the Parish Council be RECOMMENDED to accept the figures in the Grants and Earmarked Reserves table – F05/19.**

General Reserves

	c/f 2017-18 £	Provided 2018-19 £	Planned Usage 2018-19 £	Released 2018-19 £	Expected Balance 31.3.19 £	Provided 2019-20 £	Planned Usage 2019-20 £	Expected Balance 31.3.20 £
Reserves not earmarked	£55,305	£0	-£3,896	£0	£59,201	£0	£0	£59,201
Earmarked reserves	£109,132	£8,925	£11,132	£0	£106,925	£23,566	£100,000	£30,491
Total	£164,437	£8,925	£7,236	£0	£166,126	£23,566	£100,000	£89,692

Negative expenditure -£3,896 effectively running a surplus against budget so it increases our reserves.
 Figure in green is estimated – final figure will be known 31st March 2019

Proposed by Cllr. Temple, seconded by Cllr. Gardner and **RESOLVED** – that the Parish Council be **RECOMMENDED** to accept the figures in the **General Reserves table – F05/19.**

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7. Review of Investment Programme – the following figures were duly noted: -

a) NatWest Business Reserve A/c as at 07.01.19	£10,011.15
b) Monmouthshire Building Society Corporate Bonus as at 31.03.18	£76,096.06
c) Co-Op Business Select Act as at 05.10.18	£75,870.28

8. Committee budgets for 2019-20. The Finance Committee reviewed all budget calculations:

	<u>2018/19</u>	<u>2019/20</u>
Health & Safety	£730	£330^(a)
Human Resources	£500	£700^(b)
Environment	£23,460	£24,950^(c)
Parks, Cemetery & Allotments	£32,525	£21,066^(d)

Notes to the aforementioned:

- a) GA’s up to date with Health & Safety and Brushcutter training. H&S expires February 2021. Brushcutter expires April 2020.
- b) Uplift due to anticipated training of new councillors – elections May 2019.
- c) Uplift due to new budgets created for Planters, annual maintenance of Village Clock and Maltby Triangle / land opp Land of Beds maintenance.
- d) Agreed to increase the budget for ground maintenance by £700 to £3,500 which should cover the costs in the event of a long mild growing period. The overall budget has been increased by £700 accordingly. Any planned major projects in the year will be funded by S106 money or through grants. The Parks Committee will continue placing £8,000 per annum (year on year for the foreseeable future) in reserve with the aim of replacing toddler soft safety surface and large play equipment in the Children’s park.

The aforesaid breakdown of figures is included in the attached Budget Report

- 9. Calculation of budget figures for Financial Year 2019-20. The committee worked through the individual budget headings for the purpose of calculating the precept request.

Receipts (increased by £22,784)

- Predominately taken up by rent from Eccies and VAT reclamation;

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Payments (increased by £22,448)

- to cover additional expenses to employ a new member of staff
- to build up reserves to replace the soft safety surfaces in children’s park
- to cover the cost of elections in all three wards
- to provide professional fees for the review of the Helsby Neighbourhood Plan

That the Parish Council be RECOMMENDED to accept the budget calculations for 2019-20 £136,018 receipts and £135,682 payments – F06/19.

- 10. Precept for Financial Year 1st April 2019 – 31st March 2020. Proposed by Cllr. Duffy, seconded by Cllr. Gardner and **RESOLVED that the Parish Council be RECOMMENDED to issue a precept request to Cheshire West and Chester Council for £99,799 based on budget calculations for the ensuing fiscal year 2019-20 as now attached to these minutes along with justification of the precept request and taking into account the £1,029 CWaC Council Tax Support Grant - F07/19.**

The Band D equivalent number for Helsby is 2,023.5 for 2019-20. Based on a precept amount of £99,799, a Band D property will pay £49.32 which is exactly the same as 2018-19. The Council Tax Scheme is being phased out with the last payment being made in 2019-20.

	2019/20	2020/21
Payment to Helsby Parish Council	£1,029	£0

Example 1: Maintaining the same Band D precept charge as 2018/19

The Band D precept charge for Helsby Parish Council in 2018/19 was £49.32. The Parish Council will be able to provide an effective service without increasing the charge to its residents.

- 11. Clerk’s mobile phone use for business purposes from 1st January to 31st December 2018. The committee considered the Clerk’s request to

increase monthly payment from £5 to £7.50 per month as her mobile phone was used for contract, Funeral Directors / Monumental Masons and emergency contact number. Proposed by Cllr. Ellams, seconded by Cllr. Duffy and **RESOLVED – that the Parish Council be RECOMMENDED to increase the monthly payment to the Parish Clerk for use of her personal mobile phone for Parish Council purposed from £5 to £7.50 backdated to 1st January 2018 – F08/19.**

12. Expenditure – 5-Year Plan. Cllr. O’Neill would confirm the figures at the end of the current financial year. Cllr. Temple added that she would detail the Parks Committee requirements (subject to approval) to build up reserves for updating outdoor equipment and the council’s lands.

13. Date of the next meeting – 1st April 2019

The meeting closed at 8.05pm

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