

WESTERLEIGH PARISH COUNCIL FINANCE COMMITTEE MEETING

Monday December 14th 2020 at 7pm on Zoom

Zoom ref: <https://us02web.zoom.us/j/85834871316?pwd=MnZUbFNFMHNKRHlzeG11OHVNZS9vdz09>

Meeting ID: 858 3487 1316 Passcode: 931029

Present: Cllr J Lean (Chair of F & GP Committee), Cllr McCullough, Cllr Taylor, Cllr Goddard, Cllr Di-Duca, Cllr Whitfield

Clerk/RFO: S Simmons

277. Apologies for absence
Apology accepted from Cllr Clark who needed to attend another Parish Council meeting (as a District Cllr)
278. Declarations of Interest under the Localism Act 2011
None
279. Committee to Approve Minutes of F & GP meeting held on November 11th 2020
The Minutes were approved by all members present and signed by the Chair
280. Committee to note receipt of Bank reconciliation and statements for end of November 2020
NOTED with no questions arising.
281. Committee to note receipt of full list of payments for November 2020
NOTED with no questions arising. (Attached)
282. Committee to note receipt of full list of receipts for November 2020
NOTED with no questions arising. (Attached)
283. Committee to NOTE information on 2020/2021 Receipts & Payments vs Budgets and forecasts to end of November 2020 and discuss/approve any required decisions
An error on the spreadsheet of the variance of the Precept payments has been corrected.
284. Committee to discuss current grant pot balances and agreed projects

A report showing the 3 grant 'pots' had been circulated and was summarised as follows:

<u>Grant type</u>	<u>2020 total allocation</u>	<u>Balance at 30.11.2020</u>
Section 137	£8000	£4620
CIL/S106	£24432.47	£15912.67
Community Benefit (Solar)	£50248.67	£50248.67

Projects and plans already allocated

CIL/S106	
DKS memorial bench	£1000
Play equipment at Newman Field	£1940
2 x War Memorial restorations	unknown

Community Benefit (Solar)

Manor Hall toddler area	£16875.60
Otter fencing	£5000
Fruit trees at Pansy Vale	£142.70

The Clerk has received an approach from the Great Western Air Ambulance who may submit a further request. After discussion of further projects it was agreed that additional defibrillators to create more coverage as part of the Emergency Plan being formulated should be purchased. The two Cllrs formulating the plan will advise.

285. Committee to note correspondence relating to Finance matters
SGC information on Tax Base

Councillors have received information from SGC on Council Tax base levels and Council Tax Benefit levels.
The Clerk has also forwarded some information from recent Finance & Budget training.

286. Committee to discuss draft budget proposals prepared by the RFO and make necessary amendments/decisions

(a) Payments

The list of payments shown on version 3 of the draft budget was agreed.

(b) Income

Income items other than the exact Precept were agreed

The Draft Budget was PROPOSED as accepted by Cllr Taylor and seconded by Cllr Goddard with all in agreement.

287. Committee to discuss options and proposals for Precept request

SGC has provided a report which shows a net increase of 6.72% in the Westerleigh Council Tax base after a reduction of anticipated Council Tax benefit levels.

The Parish has the advantage of new homes offsetting increased reductions expected to be caused by the pandemic during 2020/2021.

The RFO illustrated that increasing the Precept by 6.72% to £87296 would create a deficit on the budget sheet of minus £15462 however the S137 amount is £15000 so by funding the S137 from Reserves a balanced budget would be achieved.

Cllr Taylor PROPOSED that in order to recognise the difficult year that has passed, with possibly worse financial hardship to come, that no further increase over the 6.72% (zero equivalent) be applied to the Precept request, and that the Parish Council funds the S137 from reserves.

This effectively means that Westerleigh Parish Council is not increasing individual Council Tax amounts for this Parish.
Cllr McCullough SECONDED this proposal and all Cllrs present were in favour.

Both the Budget and the Precept will go before the full Parish Council on January 11th for approval.

288. Items considered urgent or exempt by the Chairman

None

289. Dates of future Parish Council meetings/Committee meetings

Full Parish Council meetings (Zoom) January 11th 2021

The Clerk suggested that unless there are unforeseen circumstances no further F & GP meeting will be needed before March 2021.

The Clerk also suggested that an E & L Committee meeting is required in early 2021 to discuss the grant allocations and in particular the otter fencing options at Bitterwell Lake.

The meeting ended at 7.40pm

Westerleigh Parish Council
RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
26	Rental of The Chalet	24/11/2020		Natwest Current		Rental Deposit	P Isaacs	X	836.00	0.00	836.00
27	Bank Interest	30/11/2020		Natwest Reserve		Bank Interest	Natwest	Z	0.39	0.00	0.39
28	Fishing licence fees	02/11/2020		Natwest Current		Fishing rights payment	P Isaacs	Z	416.67	0.00	416.67
29	Other Income	13/11/2020		Natwest Current		Chalet electricity bill	P Isaacs	Z	111.52	0.00	111.52
30	Rental of The Chalet	30/11/2020		Natwest Current		Chalet rental	P Isaacs	Z	725.00	0.00	725.00
Total									2,089.58	0.00	2,089.58

Westerleigh Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
131	Office Costs (Comms/Copier)	23/11/2020		Natwest Current		Storage unit rental fee	PE King (Bristol) Ltd	S	62.50	12.50	75.00
132	Staff Costs (Line4 AGAR- PA)	25/11/2020		Natwest Current		PAYE	HMRC	Z	372.11	0.00	372.11
133	Staff Costs (Line4 AGAR- PA)	25/11/2020		Natwest Current		Monthly Pension payment	Avon Pension Fund	X	335.14	0.00	335.14
134	Staff Costs (Line4 AGAR- PA)	25/11/2020		Natwest Current		Salary	SWSimmons Parish Clerk	Z	1,484.24	0.00	1,484.24
135	Bitterwell Lake Chalet	19/11/2020		Natwest Current		Clerk reimbursement	SWSimmons Parish Clerk	Z	27.99	0.00	27.99
136	Grass cutting	03/11/2020		Natwest Current		Grass cutting	CPS Grounds Ltd	S	697.50	139.50	837.00
137	Bitterwell Lake Disabled Loo	03/11/2020		Natwest Current		Loo hire	Andyloos	S	167.20	33.44	200.64
138	Bitterwell Lake Aerator elects	02/11/2020		Natwest Current		Aerator at Bitterwell Lake	nPower Business	L	26.61	1.33	27.94
139	Office Costs (Comms/Copier)	20/11/2020		Natwest Current		Council mobile phone	H3G (Three)	S	15.00	3.00	18.00
140	Bitterwell Lake Chalet	12/11/2020		Natwest Current		Chalet electricity bill	nPower Domestic	L	134.59	6.73	141.32
141	Grass cutting	13/11/2020		Natwest Current		Localism charges	South Glos Council	S	412.68	82.54	495.22
142	Bins - Emptying & new bin o	13/11/2020		Natwest Current		Localism charges	South Glos Council	S	52.80	10.56	63.36
143	Bitterwell Lake Aerator elects	24/11/2020		Natwest Current		Aerator at Bitterwell Lake	nPower Business	L	17.92	0.90	18.82
144	Meeting room hire	03/11/2020		Natwest Current		Meeting expenses	Kendleshire Golf Club Ltd	L	8.86	0.44	9.30
145	Bitterwell Lake Chalet	13/11/2020		Natwest Current		Discharge of Planning Conditio	South Glos Council	Z	58.00	0.00	58.00
146	Clr expenses/training	16/11/2020		Natwest Current		Clr training	ALCA	Z	60.00	0.00	60.00
147	PWLB Loan expenditure	24/11/2020		Natwest Current		Brickwork at new mobile home	C R Belcher Agricultural/Main	S	1,700.00	340.00	2,040.00
148	PWLB Loan expenditure	24/11/2020		Natwest Current		Fencing & steps to front door	C R Belcher Agricultural/Main	S	2,610.00	522.00	3,132.00
149	Office Costs (Comms/Copier)	27/11/2020		Natwest Current		Printing & copying charges	Konica Minolta	S	38.67	7.73	46.40
150	Bitterwell Lake Chalet	30/11/2020		Natwest Current		Two pairs of keys	SWSimmons Parish Clerk	Z	14.50	0.00	14.50
151	Office Costs (Comms/Copier)	30/11/2020		Natwest Current		Clerk expenses	SWSimmons Parish Clerk	X	153.35	0.00	153.35
152	Bins - Emptying & new bin o	30/11/2020		Natwest Current		Monthly Bin emptying	Hands Property Maintenance	Z	440.00	0.00	440.00
Total									8,889.66	1,160.67	10,050.33