



Minutes of the Ash Parish Council Finance Committee Meeting held in Ash Village Hall Library, Queen's Road, Ash on Monday 14th November 2016 at 7.35 pm

1. **Present:** G Foat, C Turner, C Busby, M Cooper, K Ellis, J Loffman, R Palmer, M Porter
Apologies: J de Bont, S Gregory
2. **Declaration of Interests** – none.
3. **Minutes**
 - The minutes of the Finance Committee meeting held on Monday 16th November 2015 were proposed by Mr Porter, seconded by Mr Palmer and agreed.
4. **Report on Current Year 2016 -2017**

The actual expenditure to date and the estimated expenditure to 31 March 2016 had been circulated. The following items are likely to have to come out of the contingency fund – £650 for the hedge cut on the Burford's Alley boundary if not funded by the owner (executors); £750 for the installation and gate to the Recreation Ground; costs of consultant advice for S106 project. Tree assessment in the spring may be done before year end; resulting works may carry into 2017-2018.
5. **Proposed 2017-18 F/Y expenditure (as noted on Indicative Budgets)**

The information on the Revenue Support Grant was to come from DDC. The budget was based on prior year income figures, except for new grants.

 - i. Recreation Ground
 - tree maintenance, expert assessment and replacement plantings – £4,000
 - there may be a need to use outside contractors for more maintenance work - maintenance costs where applicable have risen to reflect this
 - fence repairs / replacement included in Repairs & Renewals £1,000
 - play equipment – new equipment needs will be met out of S106 contributions
 - replacement recreation furniture – **to be assessed**
 - toilet maintenance – needs a wash down to remove mould £150; consumables £50, electricity £90; increase in water costs £300
 - new path to play area – reserves had been allocated for the parking area. Ear Marked Reserves (EMR) into budget £2,000 of this will be used
 - safety surface repairs (EMR) £2000 – additional costs can be met out of S106 contributions
 - improvements to parking provision – EMR into budget £1,000 – **to consider increase at next meeting.**
 - ii. Parish Environment
 - The Street Toilets amount increased due to recent vandalism resulting in need for two sets of replacement doors which will be paid for by the Parish Council - £11,000
 - maintenance to bus shelters – require refresh painting – no major repairs – leave within general repairs heading - £500
 - Pound Corner – possible gardening work to be paid for - £100
 - Verges – the KCC cutting programme will be reduced; no allowance to be made this year so that the impact of the reduction can be assessed giving due weight to safety and biodiversity
 - street furniture – **to be assessed.**
 - iii. Neighbourhood Development Plan
 - £5,800 in current budget from EMR – to date remaining £4,524; likely to spent by year end
 - £25,000 EMR – need more information on how much will be spent given that estimated date for referendum is March 2018 – to include a provisional £10,000 in the budget from the EMR,

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- pending detail on further consultancy and admin costs; level of remaining EMR at £15,000 to be considered
 - grant monies – £4,900 will be applied for, if second grant not needed in current financial year.
 - iv. Traffic Calming
 - EMR £18,000 - Speed reduction £500, SID £2,500, road safety and associated traffic matters identified by working group. If the £5,000 is not spent in current year, then will go back into budget for 2017-2018, with the remainder of the EMR included in the budget for the work to be completed by the end of 31 March 2018.
 - v. Grants
 - Recommend that the grants awarded at the same amounts as the current financial year - Ash (£2,000) and Westmarsh (£100) Village Halls, Parochial Church Council for the Churchyard Maintenance (£600), Heritage Centre (£550).
 - vi. Youth & Sports Provision
 - leave at £700 until have further information in January 2017.
 - vii. S137 (where there is no other power to spend, as long as for the benefit of the parish and a one-off payment)
 - leave at £2,000 from General Reserves into budget
 - Chairperson's Allowance - leave at £250.
 - viii. Work Currently Undertaken by DDC and KCC
 - allow £460.
 - ix. Proposal for Parish Council Office / to Purchase DDC Toilets
 - Could be considered for 2018-2019 budget.
 - x. Administration
 - Newsletters at £450
 - booklet for APM - no
 - Welcome Packs – not until 2020
 - councillor badges - no
 - mobile phones – replace sim card
 - subscriptions £1,150; audit costs £450 (noting that cost is related to expenditure level)
 - IT hard / software £600, web-site and back-up (included in subscriptions).
 - xi. Employment Costs
 - changes to hours (Clerk left the room for this item) Recommend pay overtime hours for projects, for example: NDP, S106 (authorised prior to being worked)
 - training at £1,000. Clerk can do CILCA qualification if time allows
 - salary reviews - appraisals to be carried out before finalising budget; Clerk possible 1% under LG settlement; Environment Officer to be negotiated
 - pension contributions – Clerk will be taking up contractual right to join the LGPS – **costs to assessed.**
 - xii. Level of General and Ear-marked Reserves
 - to allocate reserve for S106 – amount to be decided
 - detail on reserves **to be assessed for the next meeting.**
 - 6. Work to continue compiling draft budget in preparation for setting precept in January and request to DDC in February.
 - 7. Allotment charges for 2018 - £25 current – **to be considered at the next meeting.**
 - 8. Items for a future agenda – none.

The meeting closed at 9.10 pm.
