

SHERE PARISH COUNCIL

*Serving the villages of Gomshall,
Holmbury St. Mary, Peaslake, Shere
and a large part of Abinger Hammer*

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Tanyard Hall
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Guildford
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MINUTES OF THE FINANCE COMMITTEE MEETING held on Thursday 7 November 2013 in Tanyard Hall, Gomshall

Present: Councillors R Davey (Chairman), R Andrews (Vice-Chairman), C Carlisle, C Brooke, R Smith, J Tenner, M Urban and the Clerk/Responsible Financial Officer, Joy Millett.

Apologies for absence – none received.

Declarations of Disclosable Pecuniary and Other Interests

The following non-pecuniary interests were received:

- from R Andrews, Holmbury St Mary Football Club and the WASP community bus service
- from M Urban, Peaslake Memorial Hall
- from R Davey, Shere Library and Shere Museum
- from C Brooke, Shere Nursery, Shere Recreation Ground and Shere Infant School

Approval of the Minutes of the meeting held on 30 May 2013.

The Minutes were **APPROVED** as a correct record.

Short adjournment for the Public to address the Council regarding any matter on the agenda – no members of the public were present.

Financial position for the year 2012/13 & 2013/14 and precept for 2014/15 – the Responsible Financial Officer presented a draft precept document, showing total expenditure in 2012/13; expenditure against budget for 2013/14 and predicted expenditure in 2014/15. The Committee discussed the budget, item by item, and formulated recommendations to be submitted to Council.

It was **NOTED** that:

- (i) Guildford Borough Council was considering, also on the evening of 7th November 2013, applications for concurrent functions grant aid for 2014/15 and the Borough Council had indicated that the Parish Council could expect to receive the grants that they had applied for, ie:

- Adult fitness equipment - £4,950

- Football pavilion, Holmbury St Mary: insulation works - £1,000
- Tanyard Hall – office equipment - £1,000
- Web-site - £1,500
- Construction of water run-offs to avoid flooding - £500

(ii) Guildford Borough Council was not expected to announce the amount of Local Council Tax Support Scheme grant due to the Parish Council before the end of November 2013.

It was **AGREED** that the revised precept document, as set out at the annexe to these minutes be **RECOMMENDED TO COUNCIL**, subject to:

- Approval of concurrent functions grant aid funding from Guildford Borough Council
- Notification by Guildford Borough Council of LCTSS grant for 2014/15

Consideration of requests from local organisations for financial assistance for the year 2014/15 – M Urban, on behalf of Peaslake Memorial Hall, requested funding for renovation works. C Carlisle stressed the importance of village halls to local communities and suggested further funding for renovations at Holmbury St Mary Village Hall.

Insurance – it was **NOTED** that Council had previously agreed the insurance payment and the policy documents were noted.

Review of Standing Orders and Direct Debits – to be reviewed by the Clerk and Responsible Financial Officer, in consultation with the Chairman and Vice-Chairman.

Date of next meeting: to be arranged

ANNEX
SHERE PARISH COUNCIL - PRECEPT 2014/2015

	Actual 2012/13	Budget 2013/14	Expenditure to date 2013/14	Probable 2013/14	Budget estimate 2014/15
Audit (L.Gov. Act 1972 s. 111)	550	400	400	800	800
Insurance (L. Gov. Act 1972 s. 111)	1,689 (not T Hall)	2,050	3,284 (inc. T Hall)	3,284	3,284
Shere, P'lake & HsM Cemeteries Felday Chapel (L. Gov. Act 1972 s.214(6))	6,452 0	5,100	5,200 0	5,200 0	5,200 0
Grass Cutting (Open Spaces Act 1906 s. 9 & 10)	4,650	6,500	2,871	6,500	7,000
Play Areas - maintenance (Open Spaces Act 1906 s. 9 & 10)	887	6,000	10,240	11,500	6,000
Parish maintenance	10,744	7,000	4,638	7,000	8,000
materials	Mtce/mats	3,330	528	3,330(E)	3,330
tree works (Open Spaces Act/Occupiers' Liability Act/Highways Act 1980 s.96)	0	2,000	680	3,000(E)	2,000
Ducks (L. Gov. Act 1972 s. 145)	150	200	68	200	200
Rents - Shere Library		500	0	500	800
Land	1,086	250	165	250	250
Office – To Tanyard Hall a/c	4,955	2,725	4,887	6,000	6,000
Use of meeting rooms “ “ (L. Gov. Act 1972 s. 111/Public Health Act 1875)	550	550	-775	550	550
Car Park S. Surgery (Road Traffic Regulation Act 1984 ss.57,63)	400	400	0	400	400
Car Park Rec. Shere (Road Traffic Regulation Act 1984 ss.57,63)	1,000	1,000	500	1,000	1,000
OFS Public toilets (Public Health Act 1936. S87)	6,014	7,000	3,104	7,000	7,000
Staffing & Management Costs	56,073	60,000	20,191	42,000	58,195
General Administration/IT/ Chairman/Clls expenses (Local Authorities (Members' Allowances England) Regulations 2003/04), Training, Annual Report, Health/Safety (Remainder - L.G.1972 s. 111)	3,365	4,130	1,585	4,446	5,265
Subscriptions (L.G. Act 1972 s.111)	929	1,302	1,261	1,417	1,430
Donations/grants (Power dependent on specific donation)	11,180	14,835	9,865 Inc precept & EMR item	16,835	18,235
Projects (Power dependent on specific donation)	5,700	16,500	6,245	16,500	17,800
Election Costs (L.G. Act 1972 s.111/Rep. of the People Act 1983)	0	1,500(E)	1,500(E)	1,500(E)	1,500
Sub Total	£116,374	£143,272	£76,437	£139,212	£154,239

	Actual 2012/13	Budget 2013/14	To date	Probable 2013/14	Budget Estimate 2014/15
Sub Total	£116,374	£143,272	£76,437	£139,212	£154,239
Less rental income	-22,885	-19,360	-15,256	-22,885	-22,885
Less Bank interest	-66	-50	-50	-75	-75
Less grant public toilets	-4,680	-4,680	-4,680	-4,680	-4,680
Trf. To or from Reserves		-2,500			-9,917
LCTSS grant					??
Total		£116,682		£111,572	£116,682

2011/12 Precept £116,500 - £59.71 per Band D property (1950.89 Band D equivalents as at 3.11.2010)

2012/13 Precept £116,085 - £59.64 per Band D property (1946.46 Band D equivalents as at 8.11.11)

2013/14 Precept £110,879 - £59.26 per Band D property (1870.95 Band D equivalents as at 14.12.12.)

2014/15 Precept £????? - £??? Per Band D property (???? Band D equivalents as at ???)

PRECEPT 2013/2014
ANNUAL DONATIONS

ANNUAL DONATIONS	Actual 2012/13	Budget 2013/14	Expenditure to date	Probable 2013/14	Budget Estimate 2014/15
Citizen's Advice Bureau Alternated Guildford/Cranleigh (Loc.Gov. Act 1972 s.142(2A))	300	400	0	400 Guildford CAB	400 Cran. CAB 400 Guild. CAB
Crimestoppers (Crime & Disorder Act 1998 s.17)	35	35	0	35	35
Gomshall/Shere Veterans Club (L. G. Act 1972 S. 137)	250	250	0	250	250
Friends of the Hurtwood (L.G. Act 1972 s.137)	800	1,000	0	1,000	1,000
Mobile Physiotherapy (L.G. Act 1972 s. 137)	600	750	0	750	750
Surrey Air Ambulance (L.G. Act 1972 s. 137)	300	300	0	300	300
WASP Bus Project (L.G. & Rating Act 1997 ss. 26-29)	1,000	1,000	0	1,000	1,000
Victim Support (Crime & Disorder Act 1998 s.17)		100	0	100	100
Peaslake Memorial Hall					10,000
OTHER DONATIONS REQUESTED 2013/14 AND APPLICATION FORMS RECEIVED					
Previous years	3,000	3,000	0	3,000	3,000
2013/14 Holmbury Village Hall			9,865 Incl 1,730 EMR	10,000	0
2013/14 Shere Recreation Ground			0	0	£1,000
TOTAL		£6,835	£9,865	£16,835	£18,235

PRECEPT 2014/2015

SUBSCRIPTIONS

	Actual 2012/13	Budget 2013/14	Expenditure to date 2013/14	Probable 2013/14	Budget estimate 2014/15
SUBSCRIPTIONS					
Clerk & Council Direct Publication	11	13	12	12	13
Local Council Review publication	15	16	0	16	17
NALC Direct Information Service	90	100	0	100	105
Surrey Community Action membership	35	35	0	Now free	-
Surrey Playing Field Ass.	10	10	0	10	0
SSALC	824	833	906	871	910
NALC	155		115	115	120
Society of Local Council Clerks	256	256	203	203	210
Sport Guildford membership	30	30	0	30	30
Surrey Hills Society	15	15	25	25	25
Other					
Sub Total		£1,308	£1,261	£1,382	£1,430

PRECEPT 2014/2015

PROJECTS

Project	Approx. cost of scheme	Grant Aid Promised By GBC	Allowed for in Budget for 2013/14 for projects	Budget 2014/15
Tanyard Hall Long term maintenance (Local Gov. Act 1972 s.111)			£2,000	£2,000
Play Areas			£6,000	£6,000
Peaslake Village Improvement Scheme	Not yet known	£2,500 grant aid £2,500 Parish Council funds (in earmarked accounts)	nil	nil
Adult Fitness Equipment			£5,700	£5,000 EMR
New Parish Council Project – CCTV Security for Shere car park/library/play area (Local Gov. Act 1972 s. 111)			£4,000	£2,000
IT/web-site			£2,800	£2,800
Total			£20,500	£17,800

PRECEPT 2014/2015
GENERAL ADMINISTRATION

	Actual 2012/13	Budget 2013/14	Expenditure to date 2013/14	Probable 2013/14	Budget estimate 2014/15
Telephone/broadband	810	820	541	820	850
Office incidentals & petty cash	529	1,330	268	550	750
Training Clerk/Councillors	0	300	165	750	1,250
Chairman's expenses	*1,029	300	29	300	300
Councillors' expenses	*Inc in above	75	5	75	75
IT Support	222	500	124	1,000	1,000
Annual Report	500	500	453	520	600
Alarm contract	275	275	431**	431	440
Total	£3,365	£4,100	£2,016	£4,446	£5,265

** £431 includes alarm contract and emergency lighting & fire appliances annual service

SALARIES ETC. 2014/2015

CONFIDENTIAL

	Actual 2012/2013	Budget 2013/2014	Expenditure to date 2013/2014	Probable 2013/2014	Budget estimated 2014/2015
J Millett Salary		60,000	17,675	31,300	32,240
Assistant to Clerk			2,625	8,565	15,100
Clerk's mileage allowance (includes any extra national insurance paid on mileage allowance)		800	142	250	300
National Insurance			1,820	3,130	3,300
Superannuation		0			4,835+ 2,420
Superannuation levy	927	2,456+			tba
Total					58,195