BISHOP'S ITCHINGTON PARISH COUNCIL

Minutes of the Budget Meeting Held on 15 November 2010
St Michael's Church Hall at 7.30pm

Present:

Cllr Kettle, Chairman
Cllr Christian-Carter
Cllr Macaulay
Cllr Maddison
Cllr Kanwar
Cllr Heatley
Cllr Whittaker

Alison Biddle, Clerk to the Council

1. Apologies

Apologies were received and accepted from Cllr Tagg-Wilkinson (working).

2. Declarations of Interest

None were declared

3. Public Forum

There were no members of the public present.

4. Review of 2010/11 to Date

Cllr Kanwar arrived at the beginning of this item.

All members had received a copy of the working papers. Income and expenditure to date has been close to budget. Please see Appendix 1 for further details.

5. Forecast to End of Current Year

Total expenditure to date is ££47,072. Forecast expenditure for the five months ending 31 March 20111 is £25,002 which would result in total expenditure for the year ending 31 March 2011 of £72,074. The budgeted expenditure for the year had been £75,547. These figures do not include money received or spent on the Yellow Land Project, other than the Parish Council's contribution of £3,100, as this is a completely separate budget covered by the grant received from the Heritage Lottery Fund and has no effect on the precept. Further details are set out in the budget working papers attached at Appendix 1.

6. Review of Forecast Reserves at 31/03/10

- Revenue reserves brought forward from the year ended 31 March 2010 were £9118. Forecast revenue reserves to be carried forward to 2011/12 are £6406.
- Reserves for the Memorial Hall brought forward from 2009/10 were £1500. A sum of £1,000 was set aside in the current year's budget which has not yet been spent. If it remains unspent at the end of the financial year, it means reserves of £2,500 would be carried forward to 2011/12.

- The Parish Office had been allocated a total of £10,000 for the current year. After deducting rent and rates, the remainder (approximately £5,000) will be carried forward as a reserve, to be added to the existing reserves.

Details are set out in the budget working papers at Appendix 1.

7. Proposed Budget 2010/11

It was agreed to apply a general increase of 2.5% in all areas, with the exception of salaries. It was also noted that the grounds maintenance contractors currently have a 2 year contract so there will not be an increase this year.

Staff Salaries

It was agreed that all salaries should be increased by 3%. It was noted however that the Clerk's salary increase, which was provided for in the current year's budget, had not been paid owing to the fact that there had been a national agreement not to increase salaries this year. On the basis that the Clerk has in fact worked overtime which has been unpaid, it was agreed that the Clerk should claim this amount as overtime. The Clerk's salary and hours are to be reviewed by the HR Group and a proposal put forward from 1 April 2011 to be considered by the Council before the final budget is agreed.

Administration

It was agreed that £500 should be set aside for training as there are a number of training courses coming up next year. The phone and internet charges seem high. The Clerk has contacted BT to see if there is a cheaper package available but has been advised that there isn't at the moment. She will continue to pursue this.

Cemetery and Churchyard

There is a lot of work required in the cemetery and the budget was increased significantly to include the following items:

- Circular tree seat, reflective area £1000
- Window and chapel maintenance £750
- Path re-surfacing £2450
- Memorial repair fund £500
- Software package £320

It would be useful to have the cemetery digitally mapped, but this is expensive. It was suggested that this should be considered again next year.

Playing Field/Play Area/Pavilion

The sum for pavilion maintenance was set at £500. The Clerk pointed out that the play area inspection report had recommended that the wooden play equipment is treated with preservative and that this still hadn't been done. She was asked to find out from the manufacturer which type of product they recommend.

Parish Office

A further £10,000 is to be set aside for the Parish Office fund.

Memorial Hall

£1,000 is to be included for hall improvements

Grants

Grants were agreed as follows:

- BI Community Project £500 for property improvements and £500 towards legal/professional fees
- Biodiversity Group £250
- BISA £500
- Carnival £250

Appendix 1 contains a comprehensive list of all items included in the budget.

Income

Estimated income from burials and reimbursements remains the same. It was agreed to increase burial fees by rounding up to the nearest £5.00. Please see Appendix 2.

Funding Required

Total estimated expenditure	£71,152
Total estimated income	£5,070
Deficit	(£66,082)
Revenue reserves c/f	£6,406
	(£59,676)
Proposed precept	£60,000

The proposed precept of £60,000 would be a reduction on last year of £5,250. It was agreed that a reduction would be desirable and appropriate in the current national economic situation. However, this does not take account of a possible increase in the Clerk's salary which has still to be decided.

8. <u>Confidential Items</u>

As no members of the public were present, staff salaries and recruitment were dealt with under Item 7.

9. <u>Agree Overall Budget</u>

It was decided to defer making a decision on the overall budget until the next meeting, as some figures had been revised during the course of this meeting, and the working papers needed to be updated and circulated again. The HR Group also needs to review the Clerk's salary and hours.

10. <u>Precept</u>

It was anticipated that there would be a reduction. However, a final decision was deferred until the next meeting, so that the revised working papers could be circulated and perused by the members.

11. <u>Date of Next Meeting</u>

The next meeting takes place on Monday, 6 December 2010 at 7.30pm in the Church Hall.

The meeting closed at 9.20pm

Signed……..Chairman

Date……..

Appendix 1: Bishops Itchington Parish Council

Income and expenditure forecast for 2010-11

Income and expenditure (Exc Yellow land)	Actual	Forecast additional income / expenditure	Out turn
Reserves b/f 2010-11			9,118
Income 2010-11			
Precept	65,250		65,250
Income	1,953	2,159	4,111
Forecast income	67,203	2,159	69,361
EXPENDITURE			
Expenditure 2010-11			
Salaries	(15,571)	(8,036)	(23,607)
Admin	(7,106)	(3,194)	(10,299)
Grass cutting	(3,717)	(356)	(4,073)
Section 137	(5,017)	(100)	(5,117)
Cemetary & churchyard	(6,070)	(1,817)	(7,887)
Pavillion & play equipment	(4,717)	(750)	(5,467)
Memorial Hall	(80)	(1,000)	(1,080)
Other expenditure	(2,367)	(1,250)	(3,617)
Parish office		(5,000)	(5,000)
VAT	(2,428)	-	(2,428)
Total expenditure	(47,072)	(21,502)	(68,574)
Net movement			787
Reserves c/f			9,906

Bishops Itchington Parish Council

Summary budget working papers 2011-12

Budget Heading	2009-10 Actual	20010-11 Budget		2010-11 Actual	2010-11 Forecast	2010-11 Total		2011-12 Budget
Salaries & Expenses	22,341	27,005		15,571	8,036	23,607		24,315
Administration	7,100	16,391		7,106	3,194	10,299		10,143
Grasscutting & estate works	7,889	7,934		3,717	356	4,073		8,011
Section 137	16	5,037		5,017	100	5,117		5,037
Cemetery & Churchyard	8,864	7,758		6,070	1,817	7,887		12,133
Pavilion & Playing Field	5,731	6,487		4,717	750	5,467		5,832
Yellow Land	**Separate fund**							500
Memorial Hall	3,380	1,205		80	1,000	1,080		1,000
Other Expenditure	6,813	3,730		2,367	6,250	8,617		2,580
VAT payments	1,249	-		2,428	-	2,428		-
Total Expenditure	63,381	75,547		47,072	21,502	68,574		69,550
Income exc Precept	7,660	5,297		1,953	2,159	4,111		5,186
Surplus/ (deficit) pre precept	(55,721)	(70,251)		(45,120)	(19,343)	(64,463)		(64,364)
Funded by:								
Surplus b/f	8,019	6,121		9,118	29,248	9,118		9,906
Transfer (to) / from reserves	(17,549)					-		
		6,121		9,118	29,248	9,118		9,906
Surplus/deficit in period	(43,852)	(70,251)		(45,120)	(19,343)	(64,463)		(64,364)
Net position before Precept	(53,382)	(64,129)		(36,002)	9,906	(55,344)		(54,459)
Precept	62,500	65,250		65,250		65,250		
Net surplus/ (deficit) post precept	9,118	1,121		29,248	9,906	9,906		(54,459)
RESERVE RECONCILIATION								
General reserve b/f	21,000	21,000		21,000	21,000	21,000		
Specific reserves	26,000	26,000		26,000	26,000	26,000		
Capital works reserve					-	-		
Memorial Hall	1,500	1,500		1,500	1,500	1,500		
Parish office	28,693	13,000		28,693	28,693	28,693		
Yellow Land	13,355	21,232		7,843	7,843	7,843		
	90,549	82,732		85,036	85,036	85,036		
Revenue reserves b/f	8,019	6,121		9,118	29,248	9,118		
Transfer to specific reserves	(17,549)			-		-		
Transfer from reserves						-		
						-		
Adjusted revenue reserves	(9,529)	6,121		9,118	29,248	9,118		
Surplus/ (Deficit) in period	18,648	(8,051)		20,130	(19,343)	787		
Revenue reserves c/f	9,118	(1,929)		29,248	9,906	9,906		
Total reserves c/f	99,667	80,803		114,284	94,941	94,941		

Bishops Itchington Parish Council

Detailed budget working papers 2011-12

Budget Heading Budget Heading	2010-11 Budget	2010-11 Actual Apr-Nov	2010-11 Forecast	2010-11 Total		Additional spend	Inflation uplift 2.5%	2011-12 Budget	Totals
Salaries & Expenses									
Net salaries	24,747	12,771	6,386	19,157			3.00%	19,732	
PAYE and NI	-	1,314	657	1,971			3.00%	2,030	
Pension contribution	2,008	1,486	743	2,229			3.00%	2,296	
Chairman's and other councillor	250	-	250	250			3.00%	258	
				-				-	
Total salaries & expenses	27,005	15,571	8,036	23,607					24,315
Administration									
Rent	10,000	2,450	1,800	4,250				4,250	
NALC/WALC	535	527		527				527	
Stationery	172	375		375				200	
Insurance	1,868	1,741		1,741			2.50%	1,785	
Room Hire	432	197	295	491			2.50%	504	
Training	528	149	75	224				400	
Information Commisioner	-	35		35				35	
SLCC subs	220	-		-				200	
Telephone & B'band	934	313	290	603				600	
Audit	533	600		600			2.50%	615	
WRCC	26	-		-			2.50%	50	
Other administration	464	477	150	627			2.50%	642	
Office Equipment	500	46		46			2.50%	47	
Travel expenses	150	169	84	253			2.50%	259	
Web site / IT	-	-	500	500					
CPRE Subscription	30	29		29			2.50%	30	
Total administration	16,391	7,106	3,194	10,299					10,143
Grasscutting + estate works									
Verges	4,631	3,552	356	3,908				4,911	
Trees & Hedges	2,500	165		165				2,500	
Footpaths (P3)	104	-		-				250	
Street Furniture	700	-		-				350	
Equipment (litter warden)	-	-		-				-	
Total grasscutting & estate w	7,934	3,717	356	4,073					8,011
Cemetery & Churchyard									
Caretaking	923	728	373	1,101				923	
Grasscutting	5,053	3,440		3,440				5,053	
Gang mowing	263	240		240				263	
Waste removal	552	392	193	586			2.50%	601	
Rates	202	364		364				364	
Chapel maintenance	500	-		-				500	
Trees, shrubs & hedges	250	75	1,250	1,325				250	
Reflective Area	-	-		-				1,000	
Other expenses	16	831		831				3,180	
Total cemetery & churchyard	7,758	6,070	1,817	7,887					12,133
Pavilion & Playing Field									
Field Maintenance	108	25		25				108	
Signage & Bollards	-	-		-				-	
Caretaking	1,302	800	400	1,200				1,302	
Grasscutting	1,852	1,389		1,389				1,852	
Play equipment mtnce	571	557		557			2.50%	571	
Play equipment	-	-		-				-	
Pavilion mtnce	400	420		420				500	
Gang Mowing	809	624		624				809	
WPFA	15	-		-					
Water	31	41		41				41	
Security lighting	-	-		-				-	
CCTV	150	-		-				150	
Playing field equipment	1,250	860	350	1,210				500	
Total pavilion & playing field	6,487	4,717	750	5,467					5,832
Yellow Land									
Staff costs	20,255	16,919		16,919					
Equipment and materials	7,605	5,311		5,311				500	
Professional fees	-	1,343		1,343					
Publicity and promotion	874	886		886					
Learning materials	3,999	696		696					
Office costs	10,787	57		57					

Bishops Itchington Parish Council

Detailed budget working papers 2011-12

Budget Heading Budget Heading	2010-11 Budget	2010-11 Actual Apr-Nov	2010-11 Forecast	2010-11 Total		Additional spend	Inflation uplift 2.5%	2011-12 Budget	Totals
Other	1,066	272		272					
Total Yellow Land	44,586	25,483	-	25,483					500
Community Group									
Property improvements	2,000	2,000		2,000				500	
Professional fees	-	-	250	250				500	
Other	-	-		-					

Bishops Itchington Parish Council

Detailed budget working papers 2011-12

Budget Heading Budget Heading	2010-11 Budget	2010-11 Actual Apr-Nov	2010-11 Forecast	2010-11 Total		Additional spend	Inflation uplift 2.5%	2011-12 Budget	Totals
Total Community Group	2,000	2,000	250	2,250					1,000
Memorial Hall									
Hall improvements	1,000	-	1,000	1,000				1,000	
Grass cutting and maintenance	205	80		80					
Other	-	-		-				-	
Total Memorial Hall	1,205	80	1,000	1,080					1,000
Grants to other village groups									
Church				-				-	
BISA	500	-	500	500				500	
Carnival	250	250		250				250	
Biodiversity Group	500	-	500	500				250	
Other	-			-				-	
Total other grants	1,250	250	1,000	1,250					1,000
Section 137									
Best Kept Village Comp	21	-		-				21	
Grants	16	17	100	117			2.50%	16	
Church Repair Fund	5,000	5,000		5,000				5,000	
							2.50%		
Total section 137	5,037	5,017	100	5,117					5,037
Other Expenditure									
Village information	480	-		-			2.50%	480	
Election	-	117		117				100	
Other	-	-	5,000	5,000					
Total other Expenditure	480	117	5,000	5,117		10%			580
VAT payments	-	2,428		2,428					
Contingency	-			-					
Transfers	-			-			2.50%		
						-			
Total Expenditure	120,134	72,555	21,502	94,057					69,550
Income									
Precept	65,250	65,250		65,250					
Burials	2,866	792	396	1,187				2,866	
Reimbursements	1,500	604	1,500	2,104				1,500	

APPENDIX 2

CEMETERY FEES FROM 1 APRIL 2011

Single Burial Plot	£85.00
Interment	£85.00
Single Headstone	£85.00
Cremated remains into 2ft x 2ft plot	£60.00
Cremation Plaque	£60.00
Further inscription	£25.00
Ashes into already purchased burial plot	£30.00
Second interment of ashes into pre- purchased plot	£30.00
Child or stillborn baby's grave and interment	£30.00
Child's headstone 1ftx 1ft 2" x 2" overall	£35.00
Grave for 6 to 15 yrs old at time of death	£40.00

Headstones on Double Graves

5ft base with one headstone	£100.00
5ft base with two headstones	£145.00