

Minutes of Calne Without Parish Council Finance Committee
Lansdowne Hall, Derry Hill, Calne
Tuesday 26th November 2019

Calne Without Councillor Attendance

Present (P) Apologies (A) Did not attend (x)

Jim Cook	P	Richard French	P
Rob Hislop	A	Ed Jones	P
Katharina Kronig	P	Alan Malpas	P
Keith Robbins	P		

1 Apologies

Apologies received from Cllr Hislop.

2 Election of Chairman

Although the Council's Chairman is part of the Committee, he declined to Chair the Finance Committee. The Committee agreed not to elect a Vice Chairman.

Proposed Cllr Malpas

Seconded: Cllr Robbins

Agreed unanimously that Cllr Cook be appointed Chairman of the Finance Committee.

3 Public Speaking

None

4 Declarations of Interest

None

5 Dates, time and locations of meetings.

5.1 The Committee considered the timing and business to be conducted at the 4 scheduled meetings and agreed the following schedule:

Date	Business to be conducted
18 th March	To finalise the budget for the next financial year following the confirmation of Precept and the taking into account the current year forecast over or underspend. Review of the Financial Regulations.
29 th April/May (Date may move depending on the timing of the receipt of the audit report)	Receipt of the Internal Audit report and preparation of documents for External Audit Review Risk Assessment. Insurance Renewal
September (Date to be arranged)	Expenditure Review for first 6 months of the year. Initial planning for following years budget

November (Date to be arranged)	Preparation of budget and Precept request for approval by Council
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5.2 The Committee can arrange to meet between these times if the Council's business requires it to do so. A short meeting in October is likely to be required to confirm a draft budget for presentation to the Council prior to the official precept setting in December.

5.3 Meetings are to be held at a suitable venue that allows public access.

6 Budget for 2020/2021

6.1 The Committee reviewed the budget presented to the Council in November and agreed that the level of Precept to be sought should cover the Council's running costs, including those for projects completed in 2019/20. A budget for 2020/21 with running costs of £28616.00, Project costs of £32150.00 a total budget spend of £60,311 was agreed and is set out in detail and appended to these minutes.

Proposed: Cllr Malpas

Seconded: Cllr Robbins

Agreed Unanimously:

- 1. That the budget as agreed and set out in Appendix 1 of these minutes is recommended to the Parish Council for approval.**
- 2. That a Precept of £28,161.00 be recommended to the Parish Council for approval, with a Band D cost of £20.76, a 15.52% rise and £2.79 in actual cost.**

7 Highways Improvement Feasibility Study

7.1 Cllrs Cook, Robbins and Malpas to draft a timetable and brief for circulation to consultants to produce bids for the work. Clerk and Cllr Robbins to source list of consultants and make initial contact.

7.2 Cllrs Cook and Robbins to give a verbal update on progress to the Council in December

8 Grant proposals

8.1 The Clerk sought clarification as to the role the Committee saw itself playing in the analysis of grant bids submitted to the Council. Councillors did not want to delay consideration of grants by formally considering them through the Committee first.

Meeting ended at 9pm

Appendix 1

The Budget 2020/2021

Finance Committee proposed option: Precept covers running costs.

Calne Without Parish Council Budget for 2020/2021

	Budget	Proposed Budget
	2019/2020	2020/21
BUDGET HEADINGS	£	£
RUNNING COSTS		
Training	£1,000.00	£1,000.00
Hall Hire	£240.00	£400.00
Clerk	£9,145.00	£9,605.00
Insurance	£850.00	£760.00
Audit	£600.00	£630.00
IT Services	£750.00	£750.00
IT Development	£500.00	£2,500.00
Email System	£600.00	£600.00
Bin Emptying	£1,120.00	£1,500.00
Election Provision	£2,400.00	£2,400.00
Petty Cash	£190.00	£210.00
OTHER COSTS		
Society of Local Council Clerks (SLCC)	£100.00	£105.00
Wiltshire Association of Local Councils (WALC)	£900.00	£950.00
Restoration of Reserve	£1,500.00	£1,500.00
DISCRETIONARY		
Public Participation, Exhibitions, Events, Advertising and Communication	£800.00	£1,500.00
Bin Purchases	£150.00	£150.00
Chairman's Allowance	£100.00	£100.00
Projects: Aesthetics	£0.00	£2,000.00
Projects: Running costs	£0.00	£1,291.00
Accountancy	£0.00	£210.00
TOTAL	£20,945.00	£28,161.00

CATEGORY	Budget 2019/20	Proposed Budget with the cap in place to reduce costs to £58,662
ROAD SAFETY: Stockley signage, gates and road surface, Studley Hill speed reduction signage, Pewsham A4 crossing, Lower Compton TRO, Church Road Derry Hill speed reduction and yellow lines.	£15,000.00	£15,000.00
INFRASTRUCTURE: Make -Up Cycle Path from A4 to Village Hall	£2,500.00	£5,500.00
MAINTENANCE: Increased pathway, verge and hedgerow maintenance at specified locations throughout Parish plus Memorial Copse. Maintenance or replacement of signage, gateways etc.	£5,000.00	£5,000.00
COMMUNITY IMPROVEMENTS: Improved Mobile Phone provision, improved Broadband coverage - In light of wider initiatives propose this is removed as a project but provision for improvements remains but at reduced level	£3,428.00	£1,000.00
COMMUNITY FACILITIES: Playground and Equipment - Petty Acre and Childs cycle learning area - Reduce Year 1 (2020/21 expenditure) given lack of progress.	£2,500.00	£5,500.00
AESTHETICS: Planters and Planting at entrance gateways to villages to enhance appearance	£2,427.00	£0.00
STATUS: National Association of Local Council Awards Scheme	£150.00	£150.00
	£31,005.00	£32,150.00

Total Budget	2019/20	2020/21
Running Costs		£28,161.00
Projects		£32,150.00
Total		£60,311.00

Funded From		
Precept		£28,161.00
CIL		£22,150.00
Sun Edison		£10,000.00
TOTAL		£60,311.00
Tax base	1335.57	1356.54
Precept for Band D	17.97	20.76
Increase on previous year		2.79
% Increase		15.52%