

## Strensall with Towthorpe Parish Council

Minutes of a Finance Committee Meeting, Strensall Village Hall,  
16:00, Mon 4 Jan 2010

Present

Committee members: Cllrs Jesse (chair), Blacklee, Marquis, Plant, N Smith.  
Also present: Cllr Chapman.

### **1. To receive Apologies for Absence**

None.

Cllr Smith agreed to take minutes until the arrival of Cllr Cuthbertson.

### **2. To note any declarations of interest**

As members of St Mary's Church, Cllrs Marquis and Plant declared an interest in item 5 and will not participate in any decision-making.

### **3. To approve the Minutes of the previous Meeting**

Finance meetings have not been minuted but reported. Previous Finance Committee Report approved at Parish Council meeting of 8 December 2009.

### **4. To note any Matters Arising from the Minutes (for information only)**

Cllr Jesse updated the Committee on the following:

- 4.1 Standing Order Review: still awaiting model documents from YLCA.
- 4.2 Double taxation payments: arrangements are clearer for 2010/2011. We can expect similar level plus small uplift for inflation. Review by City of York Council expected in late 2010.
- 4.3 Risk management: completed and will be presented to Council meeting of 12 January 2010.
- 4.4 Insurance: premium still being negotiated by Cllr Marquis.  
Cllr Marquis also requests confirmation from Zurich if this covers the work of the burial clerk and items/documents in their care.
- 4.5 Cemetery Plan: to be followed up by Cemetery Committee.
- 4.6 Christmas trees: this item has been diarised for discussion in mid 2010.
- 4.7 The Firs: meeting to be arranged with the Harrisons mid Jan to attempt to determine resolution. Agreed our solicitor will be present rather than the barrister. Cllrs Jesse and Marquis will be present for the Parish Council, and other relevant members of City of York council will be invited. Will offer Village Hall as the venue.

Cllrs Jesse and Marquis to arrange.

4.8 Strensall Old School: Cllr Jesse reported further discussion with Paul Herring of City of York Council, and continued uncertainty over the use and availability of the funds from the sale as well as the £60,000 (Hogg Trust Fund) i.e. whether it will be available for use across the parish as the Parish Council has always believed.

4.9 Internal (Financial) Control: in the absence of a Parish Clerk another person is required to enter or check figures.

Cllr Marquis will ask if former Cllr Nunn is willing to enter data which Cllr Marquis will check. YLCA is being requested to comment on the arrangement.

**5. To consider and decide on a recommendation to the Parish Council in respect of an application from St Mary's Parish Church for financial support towards the costs of repairs to the heating system and a replacement boiler**

Agreed unanimously to support the first phase work by providing a grant to cover the initial 20% costs i.e. £1,796.80. Consideration may be given to a further application for the second phase work. Cllrs Marquis and Plant abstained from this item.

Cllr Marquis will compose a letter to this effect to be ratified by the Parish Council meeting of 12 January.

**6. To consider and decide on a recommendation to the Parish Council in respect of quotations for grass and verge cutting for 2010-11**

Agreed unanimously to accept Dean's quote for grass cutting and to not accept Rycroft's current quote for verge cutting.

Cllr Marquis to obtain another quote for verge cutting from Dean's.

**7. To receive a verbal update on the costs incurred in setting up a Parish Council office at Robert Wilkinson School**

Current expenditure is £1,514.33 against a budget of £2,000.00. This has included a new 'all in one' printer/copier/scanner. Remaining expenditure is likely to be approximately £150 on furniture.

Cllr Jesse to determine arrangements for shredding of confidential waste.

**8. To receive a verbal report on the estimated cost of work needed to reinstate the pond off Lords Moor Lane near Flaxton Road**

A site meeting has been arranged for 14<sup>th</sup> January. Cllr Chapman will attend

for the Parish Council. Intend to enlarge rather than clear out existing pond.  
Expenditure of £2,000.00 agreed unanimously to be allocated from S106 monies for Open Spaces.

**9. To consider and decide on a request by residents for a street lamp on the footpath between Knapton Close and Kirklands**

Agreed unanimously to budget for this work in the 2010/11 precept. Preparatory investigation but not expenditure may commence in this financial year.

Cllr Cuthbertson joined the meeting. Cllr Smith to complete the minutes.

**10. To consider and decide on a recommendation to the Parish Council in respect of the precept for 2010-11 and its composition**

Councillors reviewed the expenditure by the Parish Council in the current financial year – 2009/2010. Items were within budget except for Office Expenses, Audit Fees, Training and Open Space Maintenance and the reason for overspend were discussed and it was noted that additional funding would be met from reserve funds.

Discussions then took place in order to set the budget for 2010/2011 and are itemised below:

Code 100 (Clerk's Salary) No Change.

Code 101 (Telephone) No Change

Code 102 (Office Expenses) Increased by £100

Code 103 (Clerk's Expenses) No Change

Code 104 (Cllr's Expenses) No Change

Code 105 (Audit) The budget amount was increased by £350 to meet additional costs of both external and internal auditing.

Code 106 (Insurance) Increased by £500

Code 107 (Bank Charges) No Change

Code 108 (V. Hall Hire) No Change

Code 109 (Remembrance Day Wreath)	No Change
Code 110 (Training)	Increased by £250
Code 111 (Leases)	Increased by £1000 to meet Licence costs for Rainbow Centre.
Code 112 (Clerk's Gratuity)	No Change (See Note 1)
Code 201 (YLCA M'ship)	Increased by £50 to meet anticipated increase in fee
Code 202 (CPRE)	No Change
Code 203 (Outreach Contribution)	No Change
Code 204 (R. Foss Soc'y)	No Change
Code 301 (Street Lights)	Agreed that £2,500 be included in this budget to meet estimated costs.
Code 303 (Grass Cutting)	The budget amount was reduced by £3,000 to take account of Double Taxation payments.
Code 306 (Open Space Maintenance)	Reduced to £zero to take account of Double Taxation payments.
Code 307 (Play Equip)	Reduced by £2,000 to take account of Double Taxation payments.
Code 308 (War Memorial)	Reduced by £2,000 to meet normal maintenance costs following refurbishment in 2009/2010.
Code 401 (Litter Bins)	The budget amount was maintained at £zero in view of Double Taxation repayments and CoYC policy.
Code 402 (Dog Bins)	The budget amount was maintained at £zero in view of Double Taxation repayments and CoYC policy.

Code 403 (Notice Boards)	Increased by £1,000 to meet cost of anticipated additional notice board at the Rainbow Centre.
Code 404 (Seat Maintenance)	No Change
Code 406 (Bus Shelters)	The budget amount was reduced by £2,000 in view of Double Taxation repayments and CoYC policy.
Code 408 (Churchyard Maintenance)	No Change
Code 410 (Cemetery Contribution)	Maintained at £zero.

Note 1: Following the resignation of the Parish Clerk it was agreed to return the excess gratuity of £5300 from the contingency account to reserves.

The result of these budgeted amounts gives a decrease of £2, 2890 spending requirement to 2009/2010 with a total net anticipated budget of £24,265 for 2010/2011. The reason being that the Double Taxation arrangements were clarified for the 2010/2011 period.

The current state of the Parish Council's Finances were examined and it is anticipated that at the year end the reserves will stand at £79,000 which includes amounts of £13,558.06 s106 payment to be used for Open Space projects and Double Taxation repayments of £18,869.16 (Including arrears from previous years) and an amount of £2,000 Ward Grant for refurbishments costs of the War Memorial.

Councillors decided that in view of the anticipated reserves to be carried forward that once again the precept should again be set at £15,000 with any shortfall being met from these reserves.

Appendix 1 shows the detailed current and anticipated expenditure

Appendix 2 summarises anticipated expenditure and funding

Appendix 3 shows the expected amount held in the Trust Fund for Youth.

Councillors are requested to examine these documents and if in agreement with the contents to recommend acceptance of the following proposals:

1. Agree the expenditure for 2010/2011 as detailed in Appendix 1 and explained in the meeting notes.
2. Formally approve the revenue expenditure of £24,265 exclusive of VAT.
3. Formally approve the precept from City of York Council at £15,000.

Strensall with Towthorpe Parish Council						Appendix 1	
Expenditure against budget							
Code	Detail	Budget 2009/10	Exp to 23.12.09	Balance	O/spend	2010/11	Sub Totals
100	Clerk's Salary	5,500.00	3,924.38	1,575.64		5,500	
101	Telephone	400.00	281.81	118.19		400.00	
102	Office Expenses (1)	800.00	1,200.75	-400.75	400.75	900.00	
	New Office Exp (2a)		1,066.14				
103	Clerk's Expenses	200.00	0.00	200.00		200.00	
104	Cllr's Expenses	200.00	12.93	187.07		200.00	
105	Audit Fees (3)	500.00	935.00	-435.00	435.00	850.00	
106	Insurance	3,500.00	3,298.22	201.78		4,000.00	
107	Bank Charges	20.00	0.00	20.00		20.00	
108	V. Hall Hire	500.00	369.00	131.00		500.00	
109	Remembrance Wreath	50.00	50.00	0.00		50.00	
110	Conf/Training	250.00	318.51	-68.51	68.51	500.00	
111	Leases	90.00	0.00	90.00		1,090.00	
112	Gratuity	250.00	4,717.88	-4,467.88	4,467.88	250.00	
	<b>Sub Total</b>	<b>12,260.00</b>	<b>16,174.60</b>	<b>-3,914.60</b>			<b>14,460.00</b>
201	YLCA	700.00	620.00	80.00		750.00	
202	CPRE	30.00	29.00	1.00		30.00	
203	Outreach	400.00	400.00	0.00		400.00	
204	R.Foss Soc'y	25.00	18.00	25.00		25.00	
	<b>Sub Total</b>	<b>1,155.00</b>	<b>1,067.00</b>	<b>88.00</b>			<b>1,205.00</b>
301	Street Lights	0.00	0.00	0.00		2,500.00	
303	Grass Cutting	4,500.00	4,450.00	50.00		1,500.00	
306	Open Spaces (5)	2,000.00	3,303.02	-1,303.02	1,302.02	0.00	
	Legal Costs (2b)		1,319.31				
307	Play Area Mgt	2,500.00	1,919.00	581.00		500.00	
308	War Memorial	2,500.00	0.00	2,500.00		500.00	
	<b>Sub Total</b>	<b>11,500.00</b>	<b>10,991.33</b>	<b>1,827.98</b>			<b>5,000.00</b>
401	Litter Bins	0.00	0.00	0.00		0.00	
402	Dog Bins	0.00	0.00	0.00		0.00	
403	Notice Boards	0.00	0.00	0.00		1,000.00	
404	Seat Maintenance	100.00	0.00	100.00		100.00	
406	Bus Shelters	2,000.00	860.00	1,140.00		0.00	
408	Churchyard Maintenance	500.00	500.00	0.00		500.00	
410	Cemetery	0.00	0.00	0.00		0.00	

	Contribution					
	<b>Sub Total</b>	<b>2,600.00</b>	<b>1,360.00</b>	<b>1,240.00</b>		<b>1,600.00</b>
	<b>Total Net</b>	<b>27,515.00</b>				
	<b>VAT 2008/09</b>	<b>3,780.59</b>				
502	Donations In (6)	3,348.75				
	Sports Assoc as Section 19		1,083.75		2,000.00	
	<b>TOTALS</b>	<b>27,515.00</b>	<b>30,676.68</b>			<b>24,265.00</b>
	Bank Balances as at 30.11.09		Accounts	Bonds	Total	
	Treasurer's Account		33,611.26		33,611.26	
	Business Money Manager		12,143.98	15,000.00	27,143.98	
	Contingency Account		6,195.69	19,000.00	25,195.69	
			<b>51,950.93</b>	<b>34,000.00</b>	<b>85,950.93</b>	
	Cemetery Account		5,486.98	5,000.00	10,486.98	
	Explanatory Notes					
	(1) Includes expenditure for safe – audit recommendation					
	(2a) £2000 agreed from reserves November 2009. (2b) Unspecified Legal Costs agreed 2008/09					
	(3) Includes Internal Audit fees for 2008/09 and part 2009/10 as well as External Audit Fees					
	(4) Paid from Treasurers account but funds allocated from Contingency Account					
	(5) Includes Durlston Drive Gate and non budgeted strimmer purchase cost and increased improvement expenditure					
	(6) £948.75 Ward Grant for Durlston Drive Gate and £2400 Ward Grant for War Memorial and Flower Tubs					

**STRENSALL with TOWTHORPE PARISH COUNCIL**

**Budget 2010/2011**

**Funding**

	<b>£</b>
Estimate of Bank Interest	175.00
Allotment Rents	70.00
Durlston Drive (Sub Lease)	10.00
VAT in respect of 2008/09	2,000.00
Gratuity surplus returned to revenue account	5,300.00
Precept	15,000.00
 <b><u>TOTAL SOURCES OF INCOME</u></b>	 <b>22,555.00</b>

**REVENUE RESERVES as at 1<sup>st</sup> April 2010**

Forecast Bank Balances as at 31 <sup>st</sup> March 2010*	45,000.00
Bond Investments	34,000.00
<b>TOTAL</b>	<b>79,000.00</b>

**EXPENDITURE AND FUNDING exc VAT**

Expenditure	24,265.00
Funding	22,555.00
From Reserves	1,710.00

\* The forecast for bank balances takes into consideration the monies received from s106 payments Double Taxation refunds from CoYC as well as £2000 grants from the Ward Committee towards the expenditure of refurbishment of the War Memorial.

**STRENSALL with TOWTHORPE PARISH COUNCIL****Budget 2010/2011****TRUST FUND**

The Trust Fund is controlled by the Parish Council but administered by City of York Council in an interest bearing account.

The financial position of this account is:

Balance as advised 31 <sup>st</sup> March 2009	£ 59,444.53
Estimated balance as at 31 <sup>st</sup> March 2010	62,000.00

This fund is set aside, following public consultation, to be used for youth of the Parishes.

Meeting closed.