

TWYFORD PARISH COUNCIL

Minutes of the meeting of the Finance Committee

held on **Thursday 7th November 2019** at 8.30pm. Gilbert Room, Twyford Parish Hall

Councillors present	Councillors absent/apologies	In attendance
Councillor Sellars (Chair)	Councillor Forder-Stent	J.Nicholson - Clerk
Councillor Wheeler	Councillor Lawton	
Councillor Corcoran		
Councillor Pullen		
Councillor Cook		
Councillor Bronk		

Item	Business Transacted
F41/19	To note absences and consider apologies for absence
	Apologies were received from Cllr Lawton and Cllr Forder-Stent
F42/19	To receive declarations of interest relevant to Agenda Items
	The registered declarations were applied. In addition Cllr Bronk and Cllr Cook registered there conflict with WCC regarding item F46/19.
F43/19	Public Participation - To receive questions from the members of the public
	None received
F44/19	To approve and sign as a true record the minutes of the meeting held on 10th October 2019
	The minutes from 10 th October were considered a true record of events. Proposed by Cllr Wheeler and seconded by Cllr Pullen. The Minutes were signed by Cllr Sellars at the meeting.
F45/19	Update on matters arising from the minutes of the meeting held on 10th October 2019
	None
F46/19	Discuss and plan expenditure and implementation of the CIL grants from WCC for the cycle way and car park expansion
	<p>£65,000 for the car park project and £50,000 for a cycleway project has been awarded by WCC CIL funds.</p> <p>The car park is a £200,000 project which requires planning and timed deliverables. At the current time there are no defined dates, and the scheme will be dependent on the flooding mitigation work being delivered, which is in turn co-dependent on the delivery of Site 26 development.</p> <p>The cycleway project needs scoping, and the appropriate project team created. Cllr Corcoran is writing an initial proposition for the FPC to review, which would obtain some quotes on the project.</p>

	The Clerk proposed that a project structure is set up across the many projects the Parish Council are looking to be delivered in the next few years. Full Governance and defined deliverables are required to be understood across the Parish Council. To be discussed across the following agenda items, and to be added to FPC agenda 21 st November 2019.
F47/19	Discuss the SDNP CIL application progress
	Two applications are being considered, £12,700 towards the basketball court refurbishment, and £5,000 towards the pavilion refurbishment. Yet to be confirmed.
F48/19	Review 5 year project plan and spend
	Discussed under item F50/10
F49/19	Plan the CIL applications for 2020 / 2021 due January 2020
	Carried over.
F50/19	Review budget and precept assumptions for 2020 / 2021
	<p>The Clerk had prepared a draft budget for 2020 / 2021 which has been reviewed by Cllr Sellars. The Clerk and Cllr Sellars talked through the budget, starting with a year end projection for 2019 / 2020. Detailed assumptions have been made on income and expenditure, based on the 5 year plan created at 2019 / 2020 budget. A few amends were made by the Clerk to those assumptions including; spend for an additional SLR, increased Clerk / Admin support, funding available for climate initiatives and tree planting, Norris Bridge engineering consultancy being delivered, providing some costs for project management support and the WCC CIL projects being delivered next year.</p> <p>The committee reviewed all of the assumptions and suggested an amend to include accruing savings to replace play equipment in the future. The project management costs were also queried.</p> <p>The amount of precept was considered by the committee, reviewing the various scenarios the Clerk had prepared, ranging from 0% to 15% increase in precept. The committee felt that an increase was required to deliver the projects identified, but wished not to support a 10% increase. It was agreed that 7.5% increase would be presented to the FPC on 21st November.</p> <p>It was agreed that the budget will discussed at the FPC on 21st November, to obtain an agreement in principle to all of the assumptions and project timing.</p>
Clerk	Action: Clerk to circulate the budget spreadsheet to the committee, and add to the agenda of the FPC 21.11.19
F51/19	To raise any items for the next agenda and agree the date of the next meeting currently scheduled for 16th January 2020
	Confirmed.

Jo Nicholson - Clerk to the Parish Council – 12th November 2019

Contact: clerk@twyfordhants.org.

Appendix 1 – draft budget

TWYFORD PARISH COUNCIL		
SUMMARY RECEIPTS & PAYMENTS ACCOUNT		
TWYFORD PARISH COUNCIL working budget 2020 / 2021		
budget		budget
2019 / 2020		2020 / 2021
		107.5%
RECEIPTS		
Finance		
99,559.90	Prizecept	107,026.89
70.00	Bank Interest	70.00
-	CTS	-
-	Grants & Donations (CTS)	132,700.00
99,629.90		239,796.89
Recreation		
2,200.00	Hunter Park Pitches	2,500.00
100.00	deposits to be paid back in time	100.00
240.00	Hunter Park Pavilion	300.00
675.00	Alotments	675.00
3,215.00		3,575.00
Other		
-	Neighbourhood Plan	-
7,300.00	Water Meadows grants rural payments agency (for farming)	5,000.00
-	misc transfers	-
-	Open Space Funding	-
2,000.00	CIL	-
9,300.00		5,000.00
112,144.90	TOTAL RECEIPTS EXCLUSIVE OF VAT	248,371.89
PAYMENTS		
Finance		
14,404.51	Clerk's employment costs inc. allowances	18,391.78
831.03	Assistant clerk	9,291.20
540.00	Clerk's Expenses	384.40
3,474.00	Administration	3,528.00
500.00	External Advice	500.00
500.00	Training	500.00
2,372.00	Insurance Premium	2,372.00
2,000.00	Grants & Donations: See also Misc	2,000.00
4,000.00	Section 137	4,000.00
1,000.00	Hall Hire	1,000.00
500.00	Legal Fees	500.00
925.00	Audit Fees	975.00
500.00	Subscriptions & Publications	500.00
3,000.00	Street Lighting	3,150.00
3,300.00	SLR	3,910.00
1,688.25	PWLB (Gilbert Room)	1,625.25
39,534.79		52,627.64
Recreation		
10,859.00	Hunter Park Grounds	12,221.00
16,887.00	Hunter park and northfields groundsman	16,887.00
2,230.00	Hunter Park Pavilion	2,270.00
100.00	deposits returned	100.00
4,890.00	Repairs & Maintenance	1,910.00
24,750.00	New assets	1,900.00
9,954.00	Other Open Spaces	280.00
200.00	Alotments	280.00
69,880.00		35,568.00
Other		
13,250.00	Neighbourhood Plan administration and plan production	11,250.00
3,455.59	water meadows loan	3,401.00
3,783.00	water meadows maintenance	6,583.00
8,400.00	water meadows project	-
-	Miscellaneous (Note 1)	-
28,888.59		21,234.00
138,303.38	total outgoing	109,429.64
-	VAT on payments	-
26,158.48	Surplus / - Deficit exc VAT	138,942.26
Projects		
	NP Flooding project	10,000.00
	car park extension	65,000.00
	Cycleway Project	50,000.00
	Finches Lane / Norris Bridge / Shawford Road (2019/2020)	20,000.00
	traffic management in village centre (follows acquisition of the car park)	-
	parish hall extension (2023)	-
	Tree planting	2,000.00
	climate initiatives	1,000.00
	pavilion refurb (£2.5k moved to pavilion maintenance)	2,500.00
	basketball refurb (£20,000 in budget new assets)	-
	northfields play equip & tidy up	20,000.00
	hp play equip and bus plan (£2k in new asset budget line)	22,000.00
	HP storage containers	1,000.00
	lighting and security at pavilion	2,000.00
	community orchard	500.00
	project planning	2,500.00
	super map of village	-
	footpath no 12 tarmac	-
	build savings to replace play equip in future	-
	Expenditure inc PROJECTS	198,500.00
#REF!	Total of projects	198,500.00
#REF!	total outgoing inc projects	307,929.64
#REF!	VAT on payments	-
#REF!	Surplus / - Deficit exc VAT AFTER PROJ	69,657.74
130,662.00	Actual cash in bank at end of 2019/2020	92,366.00
	bank balance at 31.03.2021	32,808.26
	Reserves carried over into 2020 / 2021	2019/2020
	Play ground equipment from 2016 / 2017	10,000
	Play ground equipment from 2017 / 2018	9,500
	Play ground equipment from 2018/2019	10,650
	Section 137 approved in 2017/2018, not yet paid	1,000
	Appeal for a Péal	1,600
	Election costs (FPC Minute 205/18)	1,600
	Total Reserves	32,750
	Cash to be held in account	20,000
	Total reserves inc cash reserve	52,750
	Reserves to be spent in 2020 / 2021 towards projects	
	play equipment	30,150
	Reserves required not to be spent during 2020/2021	22,600
	surplus / deficit predicted at end of 2019/2020	- 59,558
	predicted cash balance at end of 2019/2020 (excluding reserve)	10,208
	Reserves to be carried over into 2021/2022	
	Section 137 approved in 2017/2018, not yet paid	1,000
	Appeal for a Péal	1,600
	Election costs (FPC Minute 205/18)	1,600
	Total Reserves	2,600
	Cash to be held in account	20,000
	Total reserves inc cash reserve	22,600