

SANDIACRE PARISH COUNCIL

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Minutes of the Finance Committee meeting held on Thursday, 30 November 2017 at 6.30pm in the Memorial Institute, 19a Doncaster Avenue, Sandiacre, Derbyshire NG10 5FJ

PRESENT: Cllr W Major (Chairman)
Cllr S Bilbie
A Cllr G Dinsdale
Cllr R Harris
A Cllr T Pearson
Cllr Mrs C Powers
Cllr T Sanghera

IN ATTENDANCE: Mrs M Bloor - Clerk to the Council

MEMBERS OF THE PUBLIC: None.

1. APOLOGIES AND APPROVAL OF ABSENCES

There were no apologies for absence received.

2. TO RECEIVE DECLARATIONS OF INTEREST

Councillor	Declared Interest
S Bilbie	Personal interest as a Trustee of the Memorial Institute
W Major	Personal interest as a Trustee of the Memorial Institute

3. TO CONSIDER REQUESTS FOR DISPENSATION

Cllr Bilbie and Cllr Major were given dispensation by the Clerk to vote on funding allocated to the Memorial Institute.

4. VARIATION OF ORDER OF BUSINESS

There were no variations to the order of business.

5. PUBLIC PARTICIPATION SESSION

No items were raised.

6. TO RECEIVE THE MINUTES OF THE PREVIOUS FINANCE COMMITTEE MEETING

The Minutes of 30 November 2016 were approved by full Council on 10 January 2017. Copies had been circulated for reference.

7. BUDGET MONITORING STATEMENT

The Clerk circulated the following information:

- EBC Council Tax booklet 2017/18 – Parish Council charges
- Comparison of parish Precepts within the Borough
- Comparison of Band D property charges for parishes within the Borough
- Bank reconciliation to October 2017
- Budget monitoring reports: Income and expenditure to October 2017

The Clerk explained the Council's cash book system and budget monitoring process and drew attention to the Governance and Accountability for Local Councils guide.

8. CONCURRENT FUNCTIONS (CF): ESTIMATED ALLOCATION 2018/2019

The Borough & Parish Council Forum meeting was held that day and parishes had been advised to reduce the Concurrent Function's (CF) grant allocation by 5%.

EBC was expecting to receive final details of their budget allocation by the end of the year and would shortly notify parishes of their final allocation.

Financial Regulations required that a draft budget be prepared in November and the Clerk, as Responsible Finance Officer (RFO), presented her report highlighting areas of estimated income and expenditure, together with a list of suggested priorities.

The following information was tabled and noted:

- List of Parish Councils identifying Sandiacre as the largest with 14 Councillors
- Details of Parish Council charges for 2017 showing Sandiacre had the 2nd highest Precept, but the 2nd lowest Band D charge at £15.69 per year (30p per week)
- Summary of income and budget headings from 2007 to 2017 identifying annual reductions in the Concurrent Functions grant from 2012
- Draft budget proposing a 2.5% increase on the Precept and 5% increase on Cemetery fees

I. PARKS AND OPEN SPACES

a) Grounds Maintenance/Amenity Areas

Horizon Landscapes held a 3-year contract that allowed for an increase in year 2 and 3 at the rate of inflation (CPI). Tenders would be invited in the Summer of 2018 for 1/4/19. Several companies had already expressed interest to tender.

Horizon had confirmed they would increase fees by 2.8% from 1/4/18.

The Clerk recommended the Council consider a one-year contract from 1/4/19.

b) Litter / Dog waste collection / Low level maintenance work

Mr Wallace was contracted for the following:

Areas - 6 days per week	Hours pw
Springfield Park & Doncaster Avenue Recreation Ground: Empty litter bins	12
Springfield Park & Doncaster Avenue Recreation Ground: Empty dog bins	1
Old canal towpath to Lock Cottage: Litter picking. DCC reimburse costs	2
Padmore Moorings	.5
Derby Road (Both sides) & King Edward Street (From Precept)	2
Total:	17.5

Waste collected were disposed of in a large Veolia container on each park.

Mr Wallace was under contract to 31/3/18, as follows:

- Litter picking/play equipment sight inspections: £10 per hour
- Low level maintenance work: £20 per hour

Veolia provided weekly collection of waste from 2 containers. Costs would increase by 19p per collection from 1/1/17. It was noted that Veolia did not always provide a regular service and monthly invoice costs varied.

c) General low level maintenance and repairs

Mr Wallace was called upon whenever possible to undertake low level maintenance work. The services of other contractors were sought for larger jobs.

RESOLVED: to recommend a budget of £19,505 for Recreation Grounds and Amenity areas, subject to notification of any changes by EBC

II. BURIAL GROUND EXPENSES

The Clerk advised that with continuing reductions in the CF budget, work in the Cemetery and closed churchyards now relied upon income from Cemetery fees.

Only a small allocation of £600 from the CF budget was available to cover amenity charges and infilling or emptying the soil compound.

Predicted income from Cemetery fees provided for a minimum of 6 burials and 6 interments per year, but this income was usually exceeded as burial space was still available in Sandiacre and income was received for reserved grave space or plots.

RESOLVED: to recommend a Burial Grounds budget of £600, subject to notification of any changes by EBC and allowing Cemetery fees to sustain most of the grounds maintenance work and tree work

III. CLERK'S SALARY

Current arrangements with EBC allowed for part of the Clerk's salary to be met through the CF budget and the remainder through Precept. Over time and with ongoing reductions in the CF budget, allocation of funds had become reliant on the Precept. It was emphasised that the Clerk's work remained unchanged.

The Clerk was on Point 34 (maximum) of the pay scale pro-rata, working 24 hours per week. The CF budget and Precept figures included on-costs of tax and employee and employer NIC's.

There was likely to be a public sector pay rise of 1% at 1/4/18 as the National Pay Award Body negotiated an increase, but this could be slightly higher.

RESOLVED: to recommend a CF budget of £8,020 for the Clerk's salary, which included a minimum 1% pay increase from 1/4/18, subject to the final public sector pay award being negotiated and agreed

IV. CONCURRENT FUNCTIONS – BUDGET HEADINGS

CONCURRENT FUNCTION'S HEADINGS	2017/18	2018/19
Recreation & Amenities Areas	19,504	19,505
Burial Grounds	600	600
Clerk's salary Pt 34 with on-costs (From 44% to 38%)	9,500	8,020
Total:	29,604	28,125

RESOLVED: to recommend to full Council the above draft Concurrent Function's budget for ratification based upon a 5% reduction, subject to any change by EBC

9. TO SET THE PRECEPT FOR THE PERIOD 2018/2019

In order to maintain services and offer value for money for the whole community, it was proposed to increase the Precept by 2.5% to £42,750.

It was noted that the projected overall budget would reduce by £430, but it was proposed to increase Cemetery fees by 5%.

	2017/2018	2018/2019	Difference
Concurrent Functions Grant	41,700	42,750	
Council Tax Support Grant	2,396	2,396	
Precept	29,605	28,125	
Total:	73,701	73,271	-430

Each heading was itemised and Councillors considered the following:

I. Audit fees

The Parish Council would receive the services of a new internal and external auditor during 2018/19 and costs could only be predicted at this time.

II. Chairman's allowance

The Chairman did not claim for personal use and donated his allowance to Sandiacre Male Voice Choir for leading the Carols Around the Tree event.

RESOLVED: to recommend a Chairman's allowance of £50

III. Christmas lights / Christmas Tree

Following public consultation, the Council had agreed to rent 30 new lamp column motifs and move to Millennium Quest for installation, storage and dismantling.

Budget headings had been revised, as follows:

- Rental: Year 1 (2017), Year 2 (2018) and Year 3 (2019) = £7,790 pa
- Lamp column testing required every 2 years = £500 set aside each year
- Christmas tree costs = £250 (20' Spruce + delivery)
- E.on: 2017 = Estimated £114. Tree / 30 motifs / pea-lights on trees

IV. Contingencies

RESOLVED: to recommend a contingency budget of £2,650

V. Crime prevention measures

Due to a fall in officer resources, youth sessions could no longer be provided. If the situation changed, a small reserve of £200 was set aside.

VI. Election costs

It was noted that the total cost of the 2015 parish election was £5,450 for two Wards. The Council had traditionally set aside £1,500 each year to build up reserves in a separate account to fully cover the cost of the next parish election.

However, as a result of the 2017 contested by-election, reserve funds had been reduced by £4,049, thereby leaving insufficient funds to meet anticipated costs of the next parish election in 2019.

RESOLVED: to set aside £2,000 per year from 1/4/18 to compensate for the recent shortfall in reserves

VII. Flower bed improvement

This allocation had been reduced to £200, but consideration was given to installation of the 'Welcome to Sandiacre' boundary sign and the removal of two written-off planters near The Paddocks.

DCC had recommended that a small grassed area surround the low level sign to give it prominence for pedestrians passing by. Spring bulbs could be planted around the sign by volunteers to create an eye-catching display.

Welcome to Sandiacre sign – Derby Road

Funding could not be sourced from EBC for this project, but the Chairman had been able to assign £700 from his Community Leadership Fund for a sign. With additional funding from the Parish Council, full costs could be met.

HS2 had recently given the Council £1,000 to carry out Cemetery surveys and it was considered this money could be used to benefit the wider community.

This item was included on the December full Council Agenda for consideration.

RESOLVED: to recommend to full Council that the difference in funding for a 'welcome sign' be met through Council funds and potentially, HS2 fees

A blue wheeled bin used for grit was no longer in situ at Hillside Grove. However, a replacement community green bin could be allocated, if needed.

This item would be written-off the Asset Register.

VIII. Hanging baskets

It was noted 2018 was the third and final year of the contract with EBC for 10 Summer hanging baskets.

IX. Health and Safety & HR Consultancy

It was noted the Peninsula contract would end in September 2018. Funds would therefore become available to support the cost of Christmas lights.

X. Insurance

The Council was fully covered for insurance purposes with the cost split between CF and Precept. The Council had not claimed on insurance in the past and the annual premium remained low for the all-round cover provided.

XI. Lighting & Electricity charges

- Multi User Games Area (MUGA) – Surrounding lamp columns
- Car park - Lamp columns
- Canal bridge - Four lanterns
- Office / Lock-up
- Christmas lights

XII. Litter bags
The Council had previously paid for EBC litter bags, but recently, they had been supplied free of charge. However, this was likely to change again.

XIII. Memorial Institute
The Memorial Institute had received outside grant funding over several years and the premises and facilities had been improved and were now in good order.

The Clerk advised that outside grant funding had been awarded based on attracting more user groups to the community building. Consideration could now be given to extending the kitchen facilities to provide for party bookings.

XIV. Newsletter: Publication and distribution
It was noted that a recent quote received from Page Whelan for printing the newsletter had exceeded the cost of printing by the Stirland Paterson Group.

The cost for printing and distribution remained around £700.

XV. Parish Council office
The Clerk advised that the office required regular premises checks and annual electrical equipment (PAT) testing. The allocation had been reduced to £300.

XVI. Pinfold
Mr Wallace visited each year to reduce vegetation so there was no adverse impact on the amenity of the adjacent property.

XVII. Play Scheme
Funding of £1,500 was set aside to provide a 4-week Summer play scheme at Cloudside Junior School with grant funding of £1,200 applied for from EBC.

It was noted that the scheme was very well received and proved popular.

XVIII. Salary costs
It was noted that 62% of the Clerk's salary would be met by the Precept.

XIX. Section 137

RESOLVED: to recommend a Section137 allocation of £200, which included an annual donation to the Royal British Legion

Predicted income

Councillors considered the following items of predicted income:

- Bank interest
- NS&I interest
- Cemetery fees
- Concurrent Functions grant allocation from EBC
- Council Tax Support Grant (CTSG) from Central Government
- DCC: Litter picking reimbursement
- DCC: Minor Maintenance Grant: Footpath 14
- Precept
- VAT refund

Priorities

Councillors approved the following priorities:

- Cemetery and Church grounds: Paint entrance gates
- Cemetery: New compound for Area 2
- Closed churchyards: Headstone testing through the rolling programme
- DARG: Repair public footpath by hedge running the length of the park
- DARG: Perimeter fencing for the new play area
- DARG / Springfield Park: Grants for new play equipment

Precept 2018/2019

1. **RESOLVED:** to recommend to full Council that the Precept for 2018/2019 be increased by 2.5% from £41,700 to £42,750, subject to final details of the Concurrent Functions budget allocation being received from EBC
2. **RESOLVED:** that the 2018/2019 draft budget be recommended to full Council for ratification, subject to any necessary amendments

PROPOSED BUDGET	2017/18	2018/19	
Council Tax Support Grant	2,396.00	2,396.00	TBC
Concurrent Function	29,604	28,125	TBC
Precept	41,700	42,750	
Total budget:	73,701	73,271	-£430
Band D charge per year	15.69	16.06 per year	30p per week

10. CEMETERY FEES FROM 1 APRIL 2018

To date, there had been 10 burials and two interments. Reserved space was still allocated, but continued to be monitored.

- I. **RESOLVED:** to recommend to full Council an increase of 5% in all areas from 1/4/18 – Refer below at page 8
- II. **RESOLVED:** to recommend that the scattering of ashes no longer be permitted in the Cemetery as plots and planting areas were available

11. DATE FOR RATIFICATION BY FULL COUNCIL

RESOLVED: to recommend the 2018/2019 budget be ratified by full Council at the January meeting when final details of the EBC CF grant allocation was known

The Clerk was thanked for her work.

The meeting closed at 7.55pm.

Signed by Chairman _____

Date _____

SANDIACRE PARISH COUNCIL		CEMETERY FEES 1/4/18 to 31/3/19			
Graves				5%	5%
<u>Grant of Exclusive Right of Burial for 75 years</u>		RESIDENT	NON-RES	RESIDENT	NON-RES
Purchase of grave for one		485.00	970.00	509.00	1,018.00
Interment for one		140.00	280.00	147.00	294.00
	Total	625.00	1,250.00	656.00	1,312.00
Purchase of grave for two		485.00	970.00	509.00	1,018.00
Interment for two		280.00	560.00	294.00	588.00
	Total	765.00	1,530.00	803.00	1,606.00
Interment of cremated remains casket into purchased grave (maximum 4)		70.00	140.00	73.00	146.00
Age: Birth to 16					
Child grave: The charge is half the burial fee shown above		243.00	486.00	255.00	510.00
Interment		70.00	140.00	73.00	146.00
	Total	313.00	626.00	328.00	656.00
Cremated Remains					
<u>Grant of Exclusive Right of Burial for 75 years</u>					
Purchase of plot for one , including ground fee		140.00	280.00	147.00	294.00
Interment of one casket into plot		70.00	140.00	73.00	146.00
	Total	210.00	420.00	220.00	440.00
Purchase of plot for two , including ground fee		140.00	280.00	147.00	294.00
Interment of two caskets into plot (Pre-purchase and re-opening for second)		140.00	280.00	147.00	294.00
	Total	280.00	560.00	294.00	588.00
Scattering of cremated remains in Cemetery grounds		70.00	140.00	73.00	146.00
Transfer of ownership					
Transfer of ownership of the Grant of Exclusive Right		30.00	30.00	32.00	32.00
Memorials					
HEADSTONE (for grave), including initial inscription		140.00	280.00	147.00	294.00
Subsequent inscriptions		46.00	92.00	48.00	96.00
MEMORIAL TABLET (Cremated remains plot), including initial inscription		70.00	140.00	73.00	146.00
Subsequent inscriptions		46.00	92.00	48.00	96.00
VASE (10" square x 10" high)		70.00	140.00	73.00	146.00
Roses <i>NO planting is allowed in the Cemetery without permission of the Clerk</i>					
Standard <u>rose only</u> , including maintenance for 7 years		135.00	135.00	142.00	135.00
Standard <u>rose and plaque</u> for a fixed period of 7 years (Plaque 6 x 4 bronze in colour - max of 70 letters)		230.00	230.00	241.00	230.00
Non Resident Charges					
<i>A resident is classed as someone whose main residence is within the Parish Council's boundaries at the time of death or on the electoral role at the time of their death.</i>					
<i>A non-resident is classed as someone whose main residence is not within the Parish Council's boundaries at their time of death or is not on the electoral role at the time of their death.</i>					
<i>People who have lived more than 10 years within the Parish Council's boundaries and then move directly to a care home, hospice or hospital outside of the Parish Council's boundaries for a period of not greater than 5 years upon their death will be classed as residents. Proof of residency will be required.</i>					
Grave Digging					
Sandiacre Parish Council does not make provision for the digging of graves or plots and this responsibility lies with the Funeral Directors. Therefore, the fees listed above do not include any charges for this work.					