

**HINDLIP, MARTIN HUSSINGTREE AND SALWARPE
PARISH COUNCIL**

Clerk to the Council: Mrs E Gallagher, PO Box 6986, Kidderminster DY11 9FB Tel: 01562 700479
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www.worcestershire.gov.uk/myparish

MINUTES OF FINANCE COMMITTEE MEETING

23rd October 2017, Committee Room Salwarpe Village Hall

In attendance: Councillor Oakley (Chairman ex-officio)
Councillors Hughes, Luscombe, Meddings, Phillips,
Clerk/RFO E.Gallagher

1. Preliminary draft Budget/Precept 2018-2019: Preparation

The Committee reviewed year to date income and expenditure against current 2017-2018 budget.

The aim of the Parish Council in preparing its annual budget was to keep the precept element of the council tax low for local residents but balance the need to raise sufficient funding to support its commitments and work undertaken on behalf of the community.

2. Review of day-day needs

The Committee considered all regular elements for the effective day-day operation of the Parish Council. These elements included: employment and salary costs, taking into consideration HMRC allowances, National 2018/19 Pay Awards and Local Councils training requirements for Clerks. Further consideration was given to the additional cost of providing a Nations Tribute event in November 2018 and the s144 precepted expenditure was uplifted accordingly. Risk assessment costs were nullified as this exercise was carried out by councillor and clerk at no cost.

3. Identification of risks

The Committee reviewed the following elements; contracts, fixed costs, allowances, maintenance of equipment, training requirements, community events, representations at Planning Committees, appeals, future election costs. Identification of risks; adequate Insurance, property and land assets, war monument and memorial public open space.

The Committee also considered the effect of the introduction in 2018 of a legal requirement to appoint a Data Protection Officer. It was agreed that the clerk should take on this role but it was yet unclear as to the scope of this role. Training would be necessary to ensure that the requirement of the role was fulfilled in full.

It was also agreed that a meeting should be convened to review Standing Orders and Financial Regulations.

4. Reserves Policy

The Committee considered the implications of the potential changes to the Council Tax Support Grant calculated on the parishes Band D properties, and its continuation in future years. Also discussed was the need to retain a level of reserves for contingencies and other sources of income.

Allocations were discussed as follows:

Ring Fenced Allocations

Allocations ring-fenced were reviewed and agreed. These being:

- Election costs
- Church Lane mowing (Four year WCC grant commencing 2017)
- Salwarpe Notice Board including commemoration plaque (NHB & WCC grant)

Agreed Allocations

- Notice Boards
The Chairman had contacted Greenbarnes Ltd and negotiated the price for the Salwarpe notice board. An agreement had been reached that a retrospective discount would be applied to this board and future orders if further orders were placed. The

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Chairman also offered to visit the company to collect the board so that process and quality could be assessed prior to placing any future orders

Allocations for Consideration

• Bus Shelters

Councillor Phillips had sourced information with costs of different style, model and composition of various shelters. An initial councillor poll had suggested a preference for a wooden shelter with window panes at each end. The cost of providing and erecting two of this type of shelter for siting on both sides of the A38 at the Martin Hussingtree junction would be in the region of £15000. It was agreed that funding in the form of sponsorship or community grants would be necessary in order for this project to be feasible. It was agreed that in the first instance, Councillor Phillips should contact Worcestershire Highways to discuss the proposal and in addition it would be necessary to judge the level of resident support for this type of project. It was mooted that if a positive response was received from County Highways, resident views/sponsorship pledges could be sought via notice board posters and community magazine advertisements.

5. **Recommendations:**

- i. The Finance Committee to recommend the preliminary 2018-2019 budget to the Council at its meeting on 20th November 2017.
- ii. The Finance Committee to re-convene 8th January
- iii. 2018 to consider the views of the Council and Residents together with details of the District Council's Tax Support Grant and Government's proposals to extend the referendum principles to Parish Councils.
- iv. The proposed final 2018-2019 Budget/Precept to be submitted for the Council's approval at its meeting on 15th January 2018.
- v. To inform residents of their opportunity to view the preliminary 2018-2019 budget proposals at the November Council Meeting and the final proposed precept at the January 2018 meeting prior to submission to the District Council. The precept forms part of Council Tax which is collected from each household within the three parishes
- vi. To schedule a further meeting of the Finance Committee to review Standing Orders and Finance Regulations

Meeting closed 7.50pm

Chairman
Cllr P. Oakley

Date.....