

**MINUTES OF AN EXTRA-ORDINARY MEETING OF SHAVINGTON-CUM-GRESTY PARISH COUNCIL
HELD ON 14 JANUARY 2019 IN SHAVINGTON VILLAGE HALL, SHAVINGTON, CREWE**

PRESENT: Councillor K Gibbs In the Chair
Councillor V Adams Councillor L Buchanan
Councillor M Ferguson

APOLOGIES: Councillors S Cheshire, B Gibbs and R Moore

256 DECLARATIONS OF INTERESTS

Members were invited to declare any disclosable pecuniary interest or non-pecuniary interest which they had in any item of business on the agenda, the nature of that interest, and in respect of disclosable interests, to leave the meeting prior to the discussion of that item.

No declarations were made.

257 BUDGET 2019-2020

At its meeting held on 2 January 2019, the Parish Council approved a budget of £182,595.00 for 2019-2020; this budget required a precept of £118,000.

Subsequent to the meeting, the Clerk re-calculated the budget proposals and noted a miscalculation in respect of funding for the PCSO for the current financial year.

The schedule submitted to the 2 January 2019 meeting indicated that £6,586.67 had been paid to the Police & Crime Commissioner in September 2018, and a similar sum was included in the revised estimates to 31 March 2019, making a total for the year of £13,173.34; however, the sum due for the whole of the financial year was £26,346.00. This error resulted in a shortfall of £13,000 in the current financial year. The Parish Council was now asked to either (a) add £13,000 to the revised estimates to 31 March 2019 to reflect the current shortfall; or (b) review the proposals approved on 2 January 2019 with a view to adjusting the budget to ensure that the precept remained at £118,000.

Although the error related to the current financial year (2018-2019) it impacted on the proposals for 2019-2020 and the precept requirement. This was because when agreeing a budget for 2019-2020, the Parish Council took into account the likely balance available on 1 April 2019. This had been calculated on the false premise that the Police & Crime Commissioner would only be paid £13,173.34 for the whole of the current financial year (instead of £26,346.00). Consequently, the likely balance available on 1 April 2019 was £13,000 less than had been included in the budget report and this sum must be paid before the end of the current financial year.

Members agreed that a total of £11,000 should be added into the financial calculations to reflect the following changes:

Line 12	Purchase of benches and litter-bins	Reduce budget for 2019-2020 to £3,000
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At its meeting held on 9 January 2019, the Environment Committee had reviewed the requirement for benches and litter-bins and agreed that the budget of £5,000 for 2019-2020 could be reduced by £2,000 without adversely affecting the proposals for the year.

Line 47	Police Community Support Officer	Amend the £6,587 in the revised estimates to 31 March 2019 to £19,758 (representing the balance owed for 2018-2019).
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This had the overall effect of reducing the budget for 2019-2020 to £180,595.00 and increasing the total expected spend for the remainder of the current financial year to £79,284.00.

The calculation of the precept requirement was noted:

	£	£
Balance on 30 September 2018	127,656.00	
LESS Spend (1 October 2018 to 31 March 2019)	-79,284.00	48,372.00
ADD VAT Re-claim	3,300.00	51,672.00
Add Allotments rents	<u>360.00</u>	
Estimated balance on 1 April 2019	<u>52,032.00</u>	
Budget for 2019-2020	180,595.00	
LESS Expected balance on 1 April 2019	<u>-52,032.00</u>	
Precept required (£129,000 rounded)	<u>128,563.00</u>	

In reaching its decision, the Parish Council acknowledged that as the budget had now been considered by the Finance Committee in November 2018 and the Parish Council on two occasions, all efforts had been made to reduce proposed expenditure as far as possible, without adversely affecting the services provided to residents.

RESOLVED: (a) That a budget of £180,595.00 be approved (as appended to these Minutes);

(b) That the Clerk be authorised to request a precept of £129,000.00 from Cheshire East Council;

(c) That the Clerk's salary be increased to £15,084.00 with effect from 1 April 2019 in line with the National Association of Local Councils agreed rates for 2019-2020 and the contractual obligations in the Clerk's contract of employment; and

(d) That it be noted that a precept of £129,000.00 would result in additional Council Tax of £61.79 per Band D property.

.....Chairman

The meeting commenced at 7.15 pm and concluded at 7.50 pm

	PAYMENTS	Spend to 30 Sept 2018 £	Spend 1 Oct 2018 - 31 March 2019 £	Budget 2019-2020 £
	PARISH COUNCIL BUDGET			
	Salary			
1	Clerk's salary (gross)			15,085.00
2	Clerk's salary (net)	5,521.05	5,520.00	0.00
3	Overtime costs			2,000.00
4	HMRC - Tax on salary	1,754.36	1,392.00	0.00
5	Employer's NI contribution		380.00	750.00
6	Payroll services and sundries	125.00	125.00	130.00
	Administration			
7	Clerk's expenses	320.59	400.00	100.00
8	Clerk's stationery items (ink cartridges etc)		400.00	500.00
9	Purchase of laptop computer for use by the Clerk			2,000.00
10	Xero training (software package for finances)			500.00
	Amenities			
11	Allotment site maintenance/repairs/skips	72.00	250.00	250.00
12	Purchase of benches and litter-bins			3,000.00
13	Vine Tree Play Area Play equipment inspections/maintenance/ replacement		300.00	5,000.00
14	Best-Dressed House at Christmas		100.00	500.00
15	General amenities budget (includes Clean Team supplies)	224.12	100.00	250.00
	Communications			
16	Design work	1,760.40	3,000.00	11,570.00
17	Printing	3,060.40	3,000.00	6,000.00
18	Delivery of newsletter	470.00	1,000.00	1,500.00
19	Business cards	232.20	360.00	0.00
20	Community banners	221.40		0.00
21	Photography (for newsletter and website)	1,845.00	1,850.00	3,600.00
22	Independent contractor to collate and proof-read newsletter.			2,500.00
23	Gradwell Communications - new phone line	677.24	180.00	300.00
24	On-line (eg. Website, Facebook)	57.48	100.00	500.00
25	Internet Central - fee for hosting previous website	215.86	215.00	0.00

	PAYMENTS	Spend to 30 Sept 2018 £	Spend 1 Oct 2018 - 31 March 2019 £	Budget 2019-2020 £
26	Council administration: E-mail addresses for councillors and Clerk	178.08	180.00	1,080.00
27	Community engagement			1,000.00
28	Children's and adults' T-shirts for Festival	230.59		
29	Support/hosting general	480.00	480.00	1,000.00
30	Advertising in Village Voice		119.00	120.00
	Grants general (small grants up to £250)		300.00	1,000.00
31	Environmental award to Shavington Academy		30.00	30.00
32	Youth Club provision in Shavington		6,000.00	6,000.00
33	Grounds Maintenance	5,383.00	6,000.00	12,500.00
	Insurance/Audit/Subscriptions			
34	External audit (PKF Littlejohn LLP)		480.00	480.00
35	Internal audit (JDH Business Services)		415.00	420.00
36	Insurance (Came & Company)		2,644.00	3,500.00
37	Cheshire Association of Local Councils fee	1,380.60	0.00	1,400.00
	Members			
38	Travel expenses and reimbursement for consumables		100.00	100.00
39	Member Training	75.00	35.00	900.00
	Miscellaneous			
40	Purchase of two static policemen	343.20		0.00
41	30 mph wheelie-bin stickers	199.99		0.00
42	Wreath (for councillor attending London ceremony)	18.50		0.00
43	Skip for removal of waste from VH car park		193.00	0.00
44	S.137 contribution to Main Road Action Group		280.00	0.00
	Neighbourhood Planning			
45	CCA Membership	50.00		50.00
46	Consultant's support from CCA		2,710.00	2,000.00
47	Police Community Support Officer	6,586.57	19,758.00	33,280.00
	WWI Centenary Event			
48	Wreaths for war memorials/refreshments		50.00	50.00
49	WWI Centenary Event - posters	356.40	1,548.00	0.00

	PAYMENTS	Spend to 30 Sept 2018 £	Spend 1 Oct 2018 - 31 March 2019 £	Budget 2019-2020 £
50	'Tommy' sculpture for WWI Centenary	776.30		0.00
51	Flowers		499.00	0.00
52	Fee for bugler		30.00	30.00
53	Shavington School Car Park (S.137 donation)		3,200.00	3,500.00
	Village Hall			
54	Projects comprised:			0.00
	Toilets Upgrading	32,807.74		0.00
	Replacement ceiling	1,767.47		0.00
	Decoration of main hall	6,480.00	1,332.00	0.00
	Painting ceiling	1,674.00		0.00
	Electrical work	316.80	66.00	0.00
	Joinery work		620.00	0.00
	Plumbing work		160.00	0.00
55	Damp-proof repairs and associated work		1,260.00	0.00
56	Maintenance/up-grading of kitchen/bar area		700.00	10,000.00
57	Water services - Village Hall (see also line 65)		3,492.78	0.00
58	Defibrillator		1,500.00	1,500.00
	Projects for 2019-2020			
59	Purchase of parcel of land in the parish, for recreational purposes for all ages. OR Refurbishment of upstairs Meeting Room and downstairs Lounge in Village Hall. Decision to be taken later in the financial year.			20,000.00
60	Parish boundary signs at 'guesstimated' figure of £1,000 each			3,000.00
61	Unallocated reserves		2,000.00	10,000.00
	Balancing adjustment	(5.00)		
	PARISH COUNCIL	75,656.34	74,853.78	168,975.00

	PAYMENTS	Spend to 30 Sept 2018 £	Spend 1 Oct 2018 - 31 March 2019 £	Budget 2019-2020 £
	VILLAGE HALL BUDGET			
62	Members telephone account	0.00	0.00	0.00
63	Supplies	0.00	50.00	300.00
64	Cleaning of hall	223.00	1,200.00	3,500.00
65	Window cleaning	0.00	120.00	600.00
66	British Gas	992.37	1,000.00	2,000.00
67	Scottish Power	879.84	500.00	1,500.00
68	Water Plus (water services)	58.49	500.00	1,500.00
69	ASH Waste collection	164.90	300.00	1,100.00
70	Fire equipment maintenance	0.00	200.00	200.00
71	PPS - Licence to play music in the hall.	0.00	220.00	220.00
72	Wi-Fi service	339.00	340.00	700.00
73	Miscellaneous	145.00	0.00	0.00
	VILLAGE HALL	2,802.60	4,430.00	11,620.00

	PARISH COUNCIL ACCOUNT	75,656.34	74,854.00	168,975.00
	VILLAGE HALL ACCOUNT	2,802.60	4,430.00	11,620.00
	COMBINED PARISH COUNCIL AND VILLAGE HALL	78,458.94	79,284.00	180,595.00