

Present: Cllrs M Fowler, S Challiss, J Morewood, V Bolitho & L Wood

In Attendance: Mrs Katharine Griffiths (Parish Clerk)

336/18 **TO ELECT A SUB-COMMITTEE CHAIRMAN FOR THE ENSUING YEAR**

Cllr Wood proposed that Cllr Bolitho be appointed Sub-Committee Chairman for the ensuing year. It was unanimously **AGREED** that Cllr Bolitho be appointed Sub-Committee Chairman for the ensuing year.

337/18 **APOLOGIES FOR ABSENCE** Cllr Woollacott, Cllr Baird, Cllr Butland and Cllr Larkin

338/18 **DECLARATION OF INTERESTS** None

REVIEW OF THE FOLLOWING:

- a) **Current Financial Regulations:** It was **RECOMMENDED** that no changes to the current Financial Regulations are made.
- b) **General and Financial Risk Assessment:** With Consideration it was **RECOMMENDED** that there were no changes to the risk assessment.
- c) **Asset Register** – Some new items have been purchased and therefore the asset register needs to be reviewed and up dated. It was **agreed** that the clerk would do this and then take to a full council meeting for approval.
- d) **Rental fees of Parish Council land** – It was recommended that the fees remain the same and be reviewed next year.
- e) **Payment to WDBC for Public Toilets** – This will item will be carried forward to the next full council meeting.

339/18 **REVIEW OF ITEMS FOR PAYMENTS AND RECEIPTS FOR FY2018-19**

The Clerk had prepared a finance report:

- **APPENDIX A:** A bank reconciliation as of 19th October 2018 was **NOTED**.
- **APPENDIX B:** A breakdown of the bank balance as of 19th October 2018 was **NOTED**.
- **APPENDIX C:** Details of payments and receipts to 19th October 2018 and a forecast of payments and receipts to 31st March 2019 were **NOTED**.

340/18 **CONSIDERATION OF REQUESTS FOR GRANTS OR DONATIONS FOR THE FY2018-2019 BUDGET**

No Requests for donations have been received. It was suggested the Cllr Cheadle could be asked to put a small article in Moor Links requesting small donations.

341/18 **CONSIDERATION OF PAYMENTS AND RECEIPTS FOR THE FY2019-2020 BUDGET**

Members reviewed the suggested draft receipts and budget for FY2018-2019.

- a) **Yelverton Grounds Maintenance Contract 2019/2020:** It is **RECOMMENDED** that the budget for the contract be increased to £5000. This is because the contract will be split into Grounds Maintenance Works and Hedge works. Also, the contract will be going out to tender in January 2018, so the increase will allow for a new contractor and any additional costs.
- b) **Cemetery Tree and Hedge Works:** Although £2000 has already been ringfenced for emergency tree work. It was **RECOMMENDED** that a further £2000 be put into the £2019/20 budget. This would ensure that sufficient funds were available in an emergency situation.
- c) **Cemetery and Cemetery Extension Works:** There is likely to be a large underspend on the budget for the Cemetery. Some work still needs to be carried out and the wish list is in the process of being prioritized. Any remaining funds will be ringfenced for future spending.
- d) **Buckland Monachorum New Play Kit Project:** It is **RECOMMENDED** that an additional £500 to be included in the 2019/2020 budget to assist in funding the rolling program of kit replacement of the older play kit.
- e) **Parish Footpaths:** It is **RECOMMENDED** that an additional £200 to be included in the 2019/2020 precept to assist in funding footpath repairs and improvements as they arise.
- f) **Replacement Benches:** After a discussion it was **RECOMMENDED** to add £750 to the budget for a scheme to replace benches and seats around the parish.
- g) **Devolution of services contingency:** There is £5750.00 ring fenced for Devolution of Services, which will be carried forward to 2019/2020. It is **RECOMMENDED** that the £3000 that is currently not allocated is added to the contingency fund.

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RECOMMENDATION ON THE PRECEPT FOR FY2019-2020

The final amount for the precept is unable to be calculated until the contribution for the public toilets has been agreed. Once it has been agreed the recommendation will be taken to full council.

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ITEMS FOR THE NEXT AGENDA

None noted

344/18

DATE OF FUTURE MEETINGS

Full Council meeting 27th November

The meeting closed at 9.30pm

DRAFT

Appendix A

BUCKLAND MONACHORUM PARISH COUNCIL

BANK RECONCILIATION as of 19th October 2018

BALANCE AT BANK:

Current Account	£	28,391.06
Investment/Business A/C	£	42,345.69
SUB TOTAL	£	70,736.75

Add outstanding lodgements	£	-
Less outstanding payments:	£	1,135.56

NET BANK BALANCES AT BANK	£	69,601.19
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CASHBOOK:

Total Receipts	£	106,417.28
Less Expenditure	£	36,816.09

TOTAL	£	69,601.19
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Unpresented Payments:

102573	£	257.74
102577	£	147.00
102578	£	21.32
102579	£	589.50
102580	£	100.00
102581	£	20.00
TOTAL	£	1,135.56

APPENDIX B

BUCKLAND MONACHORUM PARISH COUNCIL

Breakdown of bank balance as of 19th October 2018

Total net bank balance as of 19th October 2018:

£
69,601.19

Made up of:

General Reserves £
16,000.00

Unallocated funds £
3,787.68

Annual working budgets - monies remaining:

Grounds Maintenance:	Buckland	£	8,359.98	
Grounds Maintenance:	Yelverton	£	1,431.25	
Clerk's Salary (Net salary + employee NI & Tax)		£	5,889.65	
Clerk's Training		£	360.00	
Clerks expenses Mileage		£	125.50	
Home as office		£	314.29	
General Administration:Telephone, stationery, postage etc.		£	614.05	
Employer Contributions (NI & LGPS)		£	1,303.00	
Councilor Expenses		£	100.00	
Grants (inc. s.137 donations)		£	13.00	
Subscriptions		£	76.32	
Hall Hire		£	335.00	
Insurance		£	252.56	
Audit Fees		£	309.50	
PWLB Loan		£	1,669.20	
Capital Expenditure		£	500.00	
Website		£	1,260.00	
Emergency Cemetery Tree/ Hedge Works		£	2,000.00	
Cemetery Works		£	9,750.00	
Water - Seaton Way		£	50.00	
				£ 34,713.30
Cemetery/ Monument Repair Fund		£	5,000.00	
Crapstone Field Project		£	990.00	
Devolution of Services		£	5,500.00	
Election Reserve		£	1,000.00	
Cemetery Extension		£	557.00	
Replacement Playkit		£	1,572.00	
P3 Grant		£	481.21	
				£ 15,100.21
			Total	£ 69,601.19

APPENDIX C

Buckland Monachorum Parish Council							
Finance - Budget and Precept 2019/20							
EXPENDITURE			Expenditure 2017/18	Budget 2018/19	Actual Expenditure to Oct 2018	Estimated Exp to 31st Mar 2019	Suggested Budget 2019/20
Grounds Maintenance	Buckland		£ 7,872.36	£ 15,000.00	£ 6,640.02	£ 12,500.00	£ 15,000.00
Grounds Maintenance	Yelverton		£ 4,718.00	£ 4,750.00	£ 3,318.75	£ 5,500.00	£ 5,000.00
Clerk's Salary (Net salary + employee NI & Tax)			£ 10,993.17	£ 12,100.00	£ 6,210.35	£ 11,500.00	£ 12,500.00
Clerk Recruitment					£ 420.00	£ 420.00	
Clerk's Training			£ 59.50	£ 400.00	£ 40.00	£ 350.00	£ 400.00
Clerks expenses Mileage			£ 159.85	£ 200.00	£ 74.50	£ 150.00	£ 200.00
Home as office			£ 650.04	£ 650.00	£ 335.71	£ 650.00	£ 650.00
General Administration:Telephone, stationery, postag			£ 1,169.48	£ 1,000.00	£ 385.95	£ 1,000.00	£ 1,000.00
Employer Contributions (NI & LGPS)			£ 3,585.05	£ 3,200.00	£ 1,897.00	£ 3,500.00	£ 3,500.00
Councillor Expenses			£ -	£ 100.00	£ -	£ -	£ 100.00
Grants (inc. s.137 donations)			£ 30.00	£ 380.00	£ 367.00	£ 380.00	£ 380.00
Subscriptions			£ 279.00	£ 1,000.00	£ 923.68	£ 1,000.00	£ 1,000.00
Hall Hire			£ 395.00	£ 550.00	£ 215.00	£ 500.00	£ 550.00
Insurance			£ 1,211.98	£ 1,500.00	£ 1,247.44	£ 1,247.44	£ 1,400.00
Audit Fees			£ 525.38	£ 550.00	£ 240.50	£ 500.00	£ 550.00
PWLB Loan			£ 3,310.65	£ 3,300.00	£ 1,630.80	£ 3,300.00	£ 3,300.00
Footpaths and P3			£ 1,430.00	£ 200.00	£ 700.00	£ 1,000.00	£ 1,000.00
Play Kit Replacement Project				£ 500.00	£ 529.35	£ 529.35	£ 500.00
Small Works/Maintenance/General:			£ 1,933.86	£ 1,500.00	£ 2,573.06	£ 2,600.00	£ 2,000.00
Parish Toilets (contribution to WDBC)			£ 2,932.19	£ 3,000.00	£ 3,017.99	£ 3,017.99	
Capital Expenditure			£ 472.04	£ 500.00	£ -	£ -	£ 500.00
Website			£ 171.00	£ 1,300.00	£ 40.00	£ 500.00	£ 1,000.00
Cemetery Tree/ Hedge Works			£ 3,910.00	£ -	£ -	£ -	£ -
Emergency Cemetery Tree/ Hedge Works			£ -	£ 2,000.00	£ -	£ -	£ 2,000.00

Cemetery Works		£ -	£ 10,000.00	£ 250.00	£ 1,500.00	£ 1,000.00
Play Park Inspections				£ 100.00		£ 100.00
Devolution of Services		£ -	£ -	£ -	£ -	£ -
WD Tap fund projects				£ 2,615.00	£ 2,615.00	
Office Equipment		£ 523.32	£ -			
Crapstone Field			£ -	£ 391.97	£ 1,500.00	£ 1,000.00
Water - Seaton Way			£ 50.00	£ -	£ 50.00	£ 50.00
Neighbourhood Plan						
Replacement Benches						£ 500.00
Community Engagement						
		£ 46,331.87	£ 63,730.00	£ 34,164.07	£ 55,809.78	£ 55,180.00

				1st Apr- 19th Oct 2018	Estimated Income 2018/19	Estimated Income 2019/20
Income:			income 17/18			
DCC Highways Contribution to grass cutting			£ 641.00	£ 641.00	£ 641.00	£ 641.00
Footpaths P3			£ 1,450.00			
Crapstone Field project				£ 35.00	£ 800.00	
Cemetery fees/Memorial repair fund/memorials.			£ 6,525.00	£ 5,205.00	£ 7,000.00	£ 7,000.00
Leases			£ 1,210.00	£ 784.72	£ 1,210.00	£ 1,335.00
Grant/Tap fund			£ 496.00	£ 2,610.00	£ 2,610.00	
CTSG			£ 1,145.00	£ 1,047.00	£ 1,047.00	£ 957.00
Precept 2017/18			£ 44,780.00	£ 46,030.00	£ 46,030.00	?
Interest			£ 18.67	£ 8.54	£ 16.00	£ 16.00
Totals			£ 56,265.67	£ 56,361.26	£ 59,354.00	£ 9,949.00

Total Income 2019/20		£ 9,949.00				
Total Budget 2019/20 required		£ 55,180.00				
Precept required 2018/19	TOTAL	£ 45,231.00				

Reserved Money			Monies c/f to 2018			Est. c/f to 2019
<i>Following expenditure & income excluded:</i>						
Cemetery/ Monument Repair Fund	£ -		£ 5,000.00	£ -		£ 4,000.00
Crapstone Field Project			£ 990.00		£ 990.00	£ -
Devolution of Services			£ 5,500.00	£ -	£ -	£ 5,500.00
Election Reserve			£ 1,000.00		£ -	£ 1,000.00
Cemetery Extension			£ 557.00			£ 557.00
Replacement Playkit			£ 1,572.00		£ 1,572.00	£ -
P3 Grant			£ 481.21		£ 481.21	£ -
Cemetery Hedge & Tree Works						£ -
Yelverton Footpaths Project						£ -
General Contingency			£ 16,000.00			£ 16,000.00
		£ -	£ 31,100.21	£ -	£ 3,043.21	£ 27,057.00
Estimated Bank Balance 31/3/19						
Monies c/f 1/4/18		£ 42,517.36				
Less est. exp (1) to 31/3/19		£ 55,059.78				
Less est. exp. (2) to 31/3/19		£ 3,043.21				
Add est. income to 31/3/19		£ 59,354.00				
		£ 43,768.37				
Minus Reserved Money	£ 27,057.00	£ 16,711.37	Unalloctaed Money			