

STEDHAM WITH IPING PARISH COUNCIL

FINANCE & GENERAL PURPOSES BUDGET 2018 to 2019 WORK PARTY

Held on Thursday 4 January 2018

Debra Chalton, Adrian Hearle, Martin Perry, Lucy Petrie and the Clerk/RFO had attended the Budget Work Party.

These notes should read in conjunction to the Budget.

When referring to expenditure all figures would be VAT exclusive.

EXPENDITURE

A ADMINISTRATION

A01 Clerk's salary: See note on Clerk's pay.

17/18 £: £ for 390 (7.5 hrs p wk) + 30 hours holiday paid in lieu + £2,299 o/t (183 hrs, 69 of which on NP) to end December 2017.

18/19 £ for 10.5 hours incurring 58:48 hrs holiday + 1% estimated national pay award:

Recommendation: Clerk's rise in hours as from 1 February to 10.5 per week including holiday 58:48 hours per annum. SCP 27 currently £12.564 per hour + estimate 1% national pay award 1 April 2018. There would be no overtime in future without authorisation from SIPC.

A02 Office expenses – includes petty cash.

Note: SIPC does not pay for use of office, heating, lighting, computer and software, broadband, telephone etc.

17/18 £331 £250 RC payroll (includes £70 one of payment for auto enrolment with pensions regulator) £30 petty cash, £45 paper, £35 printer cartridges

18/19 £350 £200 RC payroll, £30 petty cash, office supplies

Recommendation: To re-appoint RC & Co. accountants to do payroll.

A03 Councillors' expenses

17/18 £25 Food for APM, spring clean

18/19 £100 Wine and food for APM and spring clean

A04 Hire of hall

17/18 £460 Full meeting charge £30 short meetings £15 SIPC 10 (+ NP meetings).

18/19 £420 If hire charges rise, it will be by no more than 5%.

A05 Insurance 5 year agreement started 15/16

16/17 £466

17/18 £474

18/19 £500 (estimate extra expenditure for index linking bandstand)

Recommendation: not to insure fixed assets for replacement.

A06 Audit fee

17/18 £200 for income or expenditure over £25,000.

18/19 £200 for income or expenditure over £25,000

A07 Miscellaneous charges

Bank charges, Data Protection

17/18 £50 DP £35

18/19 £60 DP £35

A08 Training

17/18 £186 Clerk's day £90 Data Protection 2 x £48

18/19 £200

A09 Publicity and website

17/18 £685 £480 Annual service charge + £50 email storage +£125 domain renewal for 2 years, £30 Chairman's annual report.

18/19 £650 £550 for website. £100 for e-magazine (including Chairman's report)

SI News: SIPC is meant to publish news to all parishioners on a regular basis. Re-starting a bi-monthly 8-page paper magazine delivered to all households, which would cost £60 pounds per edition, was discussed. It was felt it would be more successful to ask parishioners to sign up to a monthly e-shot whereby the contents of a magazine could be sent direct in an email. So long as there was an unsubscribe button on the email, this should be within the new Data Protection rules. There was to be an all-household delivery for the NP soon and a form could be included asking for people to sign up for the e-magazine/or for ordering a paper copy.

Recommendation: To set up an e-magazine

A10 Election/Professional fees

17/18 £3,000 for Minsted Sandpit

18/19 £500 for expenditure on obtaining professional advice

A11 Section 137

Subject to certain formalities up to £7.57 (2017/18) per elector can be raised for any purpose (not covered by usual expenditure) which the council believes will be of benefit to the Parish.

B CONTRIBUTIONS, SUBSCRIPTIONS & GRANTS

B01 Grass cutting Stedham churchyard

17/18 £1,155

18/19 £1,166 (+1%) quote from KW

B02 Memorial Hall (repayment of PWLB loan £3,214 outstanding. Last payment May 2020)

17/18 £1,474

18/19 £1,406

B03 Stedham Sports Association grant for upkeep of the sports ground

17/18 £300

18/19 £300

The last time we raised this grant was from £250 to £300 in 13/14.

Recommendation: SSA grant of £300.

B04 Subs and grants includes SALC, Local Councils Review, CPRE. RBL and Midhurst Bus.

17/18 £380: SALC £245 (electorate 675) CPRE £35, LCR £20 and MCB £50, RBL £30

18/19 £397 estimate. SALC £262 (electorate 704) CPRE £35, LCR £20 MCB £50 and RBL £30

C OPEN SPACES

Grass Cutting – KW is putting up his charges by 1% overall.

(Split: RG 52% CV 20% ICY 28%)

C01 RG grass cutting

17/18 £1,608 18/19 £1,624

C02 RG new post, parking notice etc

17/18 £107 18/19 £100

C03 Play equipment inspection For a maintenance inspection which includes tightening bolts, greasing moving parts and replacing bungs etc. on both play areas

17/18 £165

18/19 £165 Playsafe quote

C04 Play equipment maintenance

17/18 £155 New seat on RG toddler swing

18/19 £300

C05 Rent New five year lease September 2016 to 2021 Allotments £125 and CV play area £200

17/18 £325 18/19 £325

C06 CV grass cutting

17/18 £618 18/19 £624

C07 CV Replacement equipment, new sign etc.

17/18 £112 New nets and fittings

18/19 £100

C08 CV Fencing

17/18 £262 £82 New gate post and £180 felling ash tree

18/19 £200 More tree felling

C09 Parish land clearance: strimming/ weedkill Stedham & Iping bridges & Albretia Cottages ditch

17/18 £160

18/19 £162 K Wallis contract as above

C10 Allotments water and maintenance – accounts attached

17/18 £120 Water 37.90 + March invoice and fencing £52

18/19 £140

C11 Iping closed churchyard grass cutting

17/18 £866 £18/19 £875

C12 Litter/dog and grit bins and emptying

17/18 £526 £316 2 x new grit bins for north Iping and CV + £210 estimate for emptying 3 bins

18/19 £220 estimate for emptying 3 litter/dog bins

C13 General repairs, seats, signs, bus shelters, telephone box

17/18 £195 £95 New glass Stedham phone box/bus shelter clearance and £100 Iping sign post renovation

18/19 £350

Recommendation: To accept KW's quotations. To accept Playsafe's quotation.

D CAPITAL PROJECTS

17/18 £15,356 RG parking project

18/19 £2,250 Defibrillator for Stedham £1,065 and weather proof cabinet @ £535 + £150 estimate for installation. £500 estimate for binding SIPC minutes from 1975 to 2015 to make 9 books. This would require considerable admin time to prepare each book.

A discussion ensued as to whether the books would be a nuisance to store in future. The Clerk explained that the original minutes should be sent to the Archives at Chichester, but it was interesting and helpful to be able to look at historic minutes. DC said that the alternative of publishing them all on the website would be an awful job with having to redact all personal information. No decision was made.

Recommendation: To install a defibrillator at Stedham.

E CONTINGENCIES

17/18 £0

18/19 £5,000 To cover for possible overspend on NP

F NEIGHBOURHOOD PLAN

17/18 £11,600 grant awarded. £5,849 spent to date. Future payments to Enplan and £100 SWT for bio-survey
18/19 £3,400 (grant to be applied for).

G WATERSHED

17/18 £15,039 including £5,511 for south of Stedham Bridge (awaiting WSCC approval)
18/19 £0

RECEIPTS

H NATWEST INTEREST

17/18 Estimate £3 18/19 £5

J ALLOTMENT RENTS (30 September to 29 September)

17/18 £300
18/19 £300

Recommendation: Rents to remain the same unless there should be unforeseen expenditure

K PRECEPT

17/18 £19,500 Band D £46.79
18/19 £20,500 Band D £48.36 (+3.3%)

L NEIGHBOURHOOD PLAN

17/18 £11,600 to date

M GRANTS/MISCELLANEOUS

17/18 £9,490 £1,466 SSALC grant for small councils' websites, £5,000 CDC grant for RG, £3,000 for Minsted sandpit and £24 SI books.
18/19 £875: For defibrillator and installation (50% of cost)

N WATERSHED ending after current financial year

17/18 £5,511

V VAT **Position as at 31 December 2017**

17/18 Paid out £6,489 Reclaim £6,972 (included £1,756 for year ended 31/03/17),
outstanding reclaim £1,274

RESERVES: Reserves included money for elections, emergencies and building up funds for projects.

17/18 £5,200 Estimate: Still to pay out about £21,500 (Clerk £4,000, Minsted pit £3,000, Watershed £5,500, NP £5,750 and others) and still to receive £6,775 (Watershed £5,500 and VAT repayment £1,275)

Recommendation: To accept Budget and precept for £ £20,500

Prepared by:

D Chalton, Chairman F & GP Committee

J Crawford, Clerk and RFO