

**Draft Minutes of the meeting of the Finance Committee of Borough Green Parish Council held at 7.30p.m. on Wednesday 30 November 2016 in Borough Green Parish Office**

Present: Cllr M Taylor (Chairman) Cllrs. S Millener and T Shaw  
Mrs H Damiral (Clerk and RFO)

|   | <u>For<br/>Decision</u> | <u>For<br/>Action</u> |
|---|-------------------------|-----------------------|
| 1. <b><u>Apologies for Absence</u></b> Cllrs H Willard and Mrs S Gould  |                         |                       |
| 2. <b><u>Declarations of Interest</u></b> None  |                         |                       |
| 3. <b><u>Minutes of the Meeting 5 November 2015</u></b><br>All members had received copies of the minutes. RESOLVED that they be signed as a true record.   |                         |                       |
| 4. <b><u>7 month 2016/17 Budget outturn</u></b><br>All committee members received copies of the budget outturn.<br><b>Items 1, 21 &amp; 27 – staff salaries:</b> HMRC has advised that the council's account is in credit but this does not accord with BGPC records. Before claiming the refund, Clerk will be taking advice from the council's internal auditor when he visits next month.<br><b>Item 26 - Play equipment maintenance:</b> KCC has not yet invoiced for regular inspections. Noted that again, they did not invoice for the 2015/2016 F/Y.<br><b>Item 34 – Skate park/village enhancement staff costs:</b> There is already an overspend. Noted that this year's budget was reduced from £4,000 to £2,000. This will be addressed under item 8 of the agenda.<br><b>Item 42 - Rents:</b> The owner of 13 Lendon Road did not pay the rent for the 2015/2016 F/Y despite several requests. This arrears will be added to the current year's invoice. |                         |                       |
| 5. <b><u>Requests for Financial Assistance</u></b>  |                         |                       |
| (i) No new requests received  | PC                      |                       |
| (ii) Agreed to recommend that all other donations as listed be approved 2017/2018   | PC                      |                       |
| (iii) Agreed to recommend the increased donation of £1,000 to the Christmas Lights Cttee 20117/2018.  | PC                      |                       |
| 6. <b><u>Staff Matters</u></b>  |                         |                       |
| (i) Clerk: national salary award w.e.f 01.04.17 as already approved by BGPC   |                         |                       |
| (ii) Agreed to recommend that the salary of Groundsman B Glew be increased to £8/hr w.e.f 01.04.17  | PC                      | 17/18                 |
| (iii) Agreed to recommend that the salary of Groundsman R Springett be increased to £7.50/hr w.e.f 01.04.17   | PC                      | 17/18                 |
| 7. <b><u>Recreational Areas</u></b>   |                         |                       |
| Agreed to recommend the following increase for 2017/2018:<br>Hire of tennis courts £4/hr. (£1/hr increase)  | PC                      | 17/18                 |
| Agreed to recommend that all other hire charges remain unchanged.   | PC                      |                       |
| 8. <b><u>Precept 2017/2018</u></b>  |                         |                       |
| (i) It was noted that due to the withdrawal of T&MBC Financial Arrangements and Council Tax relief next year, a deficit of approx. £21,500 must be found in order for the precept requirements to remain at the same level. Initially, this could be realised by excluding from the budget the following items included in the 2016/2017 budget:<br>£10,000 Traffic initiatives (16)<br>£2,500 Contingency Fund (38)<br>Plus, the reallocation of the following funds:<br>£5,000 P Mede car park into general funds<br>£4,000 War Memorial (15) into general funds  | PC<br>PC<br>PC<br>PC    | Year<br>end<br>2016   |
| (ii) During discussion agreed recommendations for the 2017/2018 financial year:<br><b>Item 7 office equipment</b> – allocate additional £500 to build up funds for new equipment when required<br><b>Item 11a defibrillator</b> – allocate £4,000 for the provision of one or more defibrillators<br><b>Item 14 Chiropodist</b> - Allocate additional £1,000 for use as and when required.<br><b>Item 20 New/replacement street lights</b> – allocate an additional £2,000 for possible conversion of failing lights to LED.  | PC<br>PC<br>PC<br>PC    | 17/18                 |

**Precept 2017/2018** (Continued)

**Item 21 Rec. Gd. salaries** – increase budget by £250 to cover salary increases and associated costs

**Item 27 P Mede salaries** – increase budget by £250 to cover salary increases and associated costs

**Item 34 Skate Park/village enhancement staff costs** - increase budget by £500 to take into account this year's shortfall and salary increases and associated costs

(iii) There are no proposed changes to Income

(iv) Agreed to recommend BGPC to aim for a 2% increase to the precept for the next F/Y

(v) Noted that the budget cannot be finalised until the Band D equivalent Council Tax Base for 2017/2018 is received from T&MBC.

(vi) Agreed to recommend that the War Memorial be insured for £10,000.

(vii) Clerk advised that the council's contractor is unable to continue with the provision of hanging baskets next year. Agreed to recommend that (a) Cllrs Taylor & Shaw raise this at the next KALC meeting as other councils must be affected. (b) 3 quotations be obtained, including the local garden centre.

The meeting ended at 9 pm.

PC

PC

PC

PC

PC

PC

16/17

PC

PC

MT/TS  
16/17

**BOROUGH GREEN PARISH COUNCIL**  
**BGPC DRAFT BUDGET 2017/2018**

16/17      17/18  
£                      £

**EXPENDITURE**

Fin Cttee recommendations

**GENERAL ADMIN.**

|   |               |                      |                                    |
|---|---------------|----------------------|------------------------------------|
| ADMIN COSTS (1,2)   | 34100         | 34100                |                                    |
| OTHER EXPENSES (3)  | 1000          | 1000                 |                                    |
| CHAIRMAN'S ALLOWANCE (3)                                  | 200           | 200                  |                                    |
| INSURANCE (4)   | 6000          | 6000                 |                                    |
| SUBS. & DONS. (5) (10)                                    | 7500          | 7500                 | to include as detailed on attached |
| PARISH OFFICE (6)   | 3000          | 3000                 |                                    |
| WEBSITES/B.BAND (8)                                       | 500           | 500                  |                                    |
| TRAINING (9)  | 500           | 500                  |                                    |
| VILLAGE ENHANCEMENT (11) (12)                             | 7500          | 7500                 | incl Hg Bskts + salt bins          |
|   | <u>60300</u>  | <u>60300</u>         |                                    |
| <b><u>STREET LIGHTING</u></b>                             |               |                      |                                    |
| ENERGY (18)   | 4400          | 4400                 |                                    |
| MAINTENANCE (19)  | 4500          | 4500                 |                                    |
| NEW/REPLACEMENT (20)                                      | 2000          | 2000                 |                                    |
|   | <u>10900</u>  | <u>10900</u>         |                                    |
| <b><u>PARISH VEHICLE</u></b> (17)                         | 4250          | 4250                 | lease payments,tax, insurance,fuel |
| <b><u>RECREATION GROUND</u></b>                           |               |                      |                                    |
| SALARIES (21)   | 16500         | 16750                |                                    |
| REPAIRS & GROUND MAINTENANCE (22)                         | 6500          | 6500                 |                                    |
| ELECTRICITY (24)  | 300           | 300                  |                                    |
| RATES (25)  | 400           | 400                  |                                    |
|   | <u>23700</u>  | <u>23950</u>         |                                    |
| <b><u>POTTERS MEDE</u></b>                                |               |                      |                                    |
| SALARIES (27)   | 20500         | 20750                |                                    |
| WATER & ELECTRICITY (28)                                  | 3500          | 3500                 |                                    |
| REPAIRS & GROUND MAINTENANCE (29)                         | 8000          | 8000                 |                                    |
| RATES (30)  | 3250          | 3250                 |                                    |
| CCTV (31)   | 500           | 500                  |                                    |
| LOAN REPAYMENTS (33)                                      | 11125         | 11125                |                                    |
|   | <u>46875</u>  | <u>47125</u>         |                                    |
| <b><u>SKATE PK/VILLAGE ENHANCE – STAFF COSTS</u></b> (34) | 2000          | 2500                 |                                    |
| <b><u>SKATE PARK – OTHER MAINT. COSTS</u></b> (35)        | 3000          | 3000                 |                                    |
| <b><u>BASTED MILL PUBLIC OPEN SPACE</u></b> (36)          | 1050          | 1050                 |                                    |
| <b><u>WAR MEMORIAL MAINT. COSTS</u></b>                   | nil           | 1000                 |                                    |
| <b><u>CONTINGENCY FUND</u></b> (38)                       | 2500          | nil                  |                                    |
|   | <u>154575</u> | <u>154075</u>        |                                    |
| <b><u>INCOME</u></b>                                      |               |                      |                                    |
| BANK INTEREST (39)  | 50            | 50                   |                                    |
| RENTS (42)  | 80            | 80                   |                                    |
| RECREATION GROUND (43&44)                                 | 2000          | 2000                 |                                    |
| SKATE PARK MAINTENANCE (45)                               | 1000          | 1000                 |                                    |
| BMPOS USE OF OFFICE (46)                                  | 150           | 150                  |                                    |
| GRANTS (47)   | 2500          | 2500                 |                                    |
| POTTERS MEDE (48)   | 3500          | 3500                 |                                    |
|   | <u>9280</u>   | <u>9280</u>          |                                    |
|   | 145295        | 144795               |                                    |
| T&MBC FINANCIAL ARRANGEMENTS (41)                         | 6694          | nil                  |                                    |
| BC COUNCIL TAX SUPPORT GRANT (41)                         | 14635         | nil                  |                                    |
|   | 123966        | 144795               |                                    |
| SPECIAL WORKS ITEMS                                       | 29500         | 5500                 | as attached list                   |
|   | <u>153466</u> | <u>150295</u>        |                                    |
| 2016/17 COUNCIL TAX BASE – BAND D EQUIVALENT:             | awaited       |                      |                                    |
| 2016/17 COUNCIL TAX BASE – BAND D EQUIVALENT:             | 1531.89       | £104.42 PER PROPERTY |                                    |
| 2015/16 COUNCIL TAX BASE – BAND D EQUIVALENT:             | 1460.74       | £ 98.12 PER PROPERTY |                                    |
| 2014/15 COUNCIL   | £97.15        | PER PROPERTY         |                                    |
| 2013/14 BAND D:   | £97.15        | PER PROPERTY         |                                    |

### **BGPC BUDGET 2017/2018**

| <b><u>Current Annual Sports Club Charges</u></b> | <b><u>RFO Notes</u></b>              | <b>Fin Cttee recommendations</b> |
|--|--------------------------------------|----------------------------------|
| <b>Rec.Gd.</b>                                   |                                      |                                  |
| BGJFC  | - £350 non-negotiable                | no change                        |
| Bowls Club                                       | - £850 fixed for 5yrs w.e.f 01.04.16 | no change                        |
| Tennis courts                                    | - £3/hr                              | increase to £4/hr                |

|               |                |                                       |           |
|---------------|----------------|---------------------------------------|-----------|
| <b>P.Mede</b> | BG Junior FC - | £500 w.e.f Sept 2013                  | no change |
|               | Potters FC -   | £600 w.e.f Sept 2013 + £250 club room | no change |

### Staff Salaries

|             |           |   |                      |
|-------------|-----------|---|----------------------|
| H Damiral   | £15.84/hr | National increase to £16/hr already approved by BGPC w.e.f 1.4.17 |                      |
| R Springett | £7.40     |   | increase to £7.50/hr |
| B Glew      | £7.91/hr  |   | increase to £8/hr    |

|   |  |
|---|--|
| Recreation Ground                       | For both staff, wages apportioned at 40% |
| Potters Mede                            | For both staff, wages apportioned at 50% |
| Skate Park + other areas of maintenance | For both staff, wages apportioned at 10% |

Superannuation: for all staff BGPC contribution is 29.8% of salaries at present. Rate for 2017/2018 awaited.

### Subs. & Donations

|                                     |         |                          |                 |
|-------------------------------------|---------|--------------------------|-----------------|
| Kent Men of the Trees               | 25.00   |                          |                 |
| KCPFA                               | 20.00   |                          |                 |
| Age Concern Malling (Pop-In)        | 2500.00 | includes 100.00 donation |                 |
| Compaid                             | 75.00   |                          |                 |
| Kent Air Ambulance                  | 100.00  |                          |                 |
| West Kent Mediation                 | 50.00   |                          |                 |
| Christmas lights                    | 1000.00 |                          |                 |
| Foot Clinic                         | 165.00  |                          |                 |
| Victim Support West Kent            | 100.00  |                          |                 |
| Crime Prevention Panel              | nil     |                          |                 |
| SLCC                                | 184.00  |                          |                 |
| Action with Comm.in Rural Kent      | 50.00   |                          |                 |
| CPRE                                | 36.00   |                          |                 |
| KALC                                | 975.00  |                          |                 |
| COGS                                | 400.00  |                          |                 |
| Navigus Planning                    | 50.00   |                          |                 |
| OS Mapping                          | 76.00   |                          |                 |
| ICO Data Fee                        | 35.00   |                          |                 |
| JPCTG                               | 50.00   |                          |                 |
| T&MBC Playscheme 4 <sup>th</sup> wk | 675.00  | from Youth budget *      | details awaited |
| Y2 Crew                             | 300.00  | from Youth budget *      |                 |
| Try Angle                           | 75.00   | from Youth budget *      |                 |

|              |         |                      |
|--------------|---------|----------------------|
| Plus:        |         |                      |
| Zen Internet | 84.50   | from websites budget |
| BMPOS        | 1050.00 | from BMPOS budget    |

### Possible Capital Items 2017/2018

|                     |      |
|---------------------|------|
|                     | £    |
| New sports ground   | nil  |
| Office equipment    | 500  |
| Traffic Initiatives | nil  |
| Chiropodist         | 1000 |
| Defibrillator       | 4000 |