

MELBOURN PARISH COUNCIL MINUTES

Minutes of the Extraordinary Finance and General Purposes Committee held on Monday 18th January 2016 at the upstairs room of Melbourn Community Hub commencing at 7.15pm.

Present: Cllrs. Tulloch (Chair), M Townsend (Vice-Chair), R Gatward, J Hales, J Norman, M Linnette, M Sherwen, U Cleminson, J Regan

In attendance: The Clerk and + Bookkeeper

1. Apologies for absence:

Cllr Crosby and Cllr Stead for Ill health and Cllr Bloomfield for personal reasons.

2. Declarations of Pecuniary and Non-Pecuniary Interests:

Cllr Tulloch has Non Pecuniary Interest as members from the Hub Management Group

3. To set the Precept for 2016/2017

The word relating to the Community Hub should read: "The Parish Council will need to continue to support the Community Hub for its third year of operation".

IT WAS PROPOSED BY CLLR. NORMAN SECONDED BY CLLR REGAN AND AGREED BY ALL THAT THE PRECEPT FOR 2016/2017 IS INCREASED BY 3%, TAKING THE TOTAL FROM £190,210.90 TO £195,917.24.

Cllr Hales recommended an explaining to residents should be written confirming why the Precept has increased by 3%. **ACTION: CLLR NORMAN TO SEND TO THE CLERK**

There being no other business, the Chairman closed the meeting at 7.32p.m.

Notes Accompanying The Precept Figures For 2016/17

For this coming year's Precept figures, the money allocated will be placed under the headings of a number of **cost centres**.

These cost centres are as follows:-

- **Finance and General Purposes**
- **Planning**
- **Conservation**
- **Cemeteries**
- **Play Areas And Recreation**
- **Highways And Rural Footpaths**
- **Community Hub**
- **Melbourn Futures**

The previous budget headings are to be subsumed under these Cost Centre headings.

Finance and General Purposes:

Item	Cost centre	Reason	Precept
1	Chairman's Allowance	The main expense associated with this allowance is the Chairman's Reception at Christmas. I am recommending keeping the same Precept.	£1,000
2	Handymen	This includes handymen wages, materials, equipment, employer NI and mileage allowance. I recommend a conversation with the Handymen about their hours of work. Mileage allowance should be a lesser figure as most parish council business makes use of the van. I am therefore recommending.	£20,000
3	Insurances	The cost of Insurance will continue to rise in the light of the car park and the revamping of the Asset Register. I am therefore recommending	£12,000
4	Membership of Societies	To maintain the present membership of a variety of societies I am recommending	£850
5	Parish Office	To include increase office rent so as to take account of IT costs + the hire of a room on Monday evenings.	£20,000
6	Salary/Clerk	This year I am including the salaries of all parish office personnel + PAYE & NI of all. I recommend	£47,000
7	Training	There are few training needs for councillors and none for the assistant clerk. I am recommending	£500
8	Audit and Legal Fees	The audit fees in the coming year will only need to cover the Internal & External Audit fees. I am recommending	£2,000
9	Parish Clock	To maintain the parish clock, I recommend	£500
10	Contingency Fund	Within the Contingency Fund this year I have placed the money which may have to be used to service any appeal processes for the 199 Houses and to fight any other speculative development proposals rather than placing that money with Melbourn Futures Committee. I am recommending	£15,000

11	Donations	This represents the annual donation from Lightsource Renewable Energy Holdings Ltd.	£37,500
12	Sundry /Bank Charges		£500
13	Petty Cash Items		£1,000
		The total for this cost centre will be	£172,850.00

Planning

Item	Cost centre	Reason	Precept
1	Rates on the car park		£5,000
2	PWLB Loan for the Hub		£32,500
3	PWLB Loan for the Car Park		£12,500
		The total for this cost centre will be	£50,000

Conservation

Item	Cost centre	Reason	Precept
1	Allotments	There is proposed work to be done, especially on the water supply and the pathways, so I am recommending	£2,000
2	Conservation		£9,000
3	Grass Cutting		£3,500
4	Public Open Space & S106 Areas		£7,500
		The total for this cost centre will be	£22,000

Cemeteries

Item	Cost centre	Reason	Precept
1	Orchard Road Cemetery	To cover some developments in Orchard Road, I am recommending	£2,000
2	All Saints Churchyard	This has needed little expenditure this year so I am making a recommendation	£2,000
3	New Road Cemetery	Given plans for this cemetery, I am recommending	£12,000
3.	Cemeteries Contract	To cover the cemetery maintenance contract I recommend	£13,000
		The total for this cost centre will be	£29,000

Play Areas and Recreation

Item	Cost centre	Reason	Precept
1	Pavilion	In order to cover future expenditure, I am recommending	£3,000
2	Play Areas & Rec		£10,000
3	MAYD		£4,400
		The total for this cost centre will be	£17,400

Highways

Item	Cost centre	Reason	Precept
1	Street Lighting		£1,500
2	Highways and Footpaths	Expenditure to date is nil. However, work is planned in the village for bollards, the footpath behind the war memorial and some work on the creation of dedicated footpaths. I am recommending.	£3,000
		The total for this cost centre will be	£4,500

Community Hub

Item	Cost centre	Reason	Precept
1	Community Hub	I believe that the Community Hub will continue to need the support the Community Hub in its third year of operation. I am recommending	£15,000

Melbourn Futures

Item	Cost centre	Reason	Precept
1	Melbourn Futures	The question of the appeals process has been allowed for under the Contingency Fund. I am therefore recommending	£5,000

Sinking Fund:

Item	Cost centre	Reason	Precept
1	Sinking Fund	In next year's figures there needs to be proper provision for a Sinking Fund to provide for future maintenance requirements for our assets	£15,000
The total for the precept for 2016/2017 is:			£315,750.00

Projected Income is:

Item	£
Precept	£195,917.24 (3% increase)
Bank Interest	£300
Misc Income	£500
Donations	£500
VAT	£20,000
Community Benefit	£37,500 (Donation from Lightsource)
Public Open Space	£4,000
Allotments	£1,800
Grass Cutting	£1,600
Burial Fees	£2,500
Rents	£26,000
Reserves	£25,132.76
Total Income	£315,750.00
Gives a total Expenditure	£315,750.00
Equals shortfall of	£0
This has allowed for a final precept figure	£195,917.24

Virement for Committees

There will be no virement this year.

Reserves

South Cambridgeshire District Council advises that, whilst they won't give advice on precept reserve levels, they have informed Melbourn Parish Council that in South Cambridgeshire District most Parish Councils are holding between 1 and 1½ times their precept as a reserve.

Based on the advice, I am therefore recommending that Melbourn Parish Council hold a reserve of 1½ times its 2016/17 precept. The reason for this is that Melbourn Parish Council has loan commitments, staffing costs as well as the day to day running of the Parish.

Sarah Adam
Melbourn Parish Clerk
18 January 2016

					Income				
Budget Heading	14/15	YTD	16/17		Cost Centre	Budget Heading	14/15	YTD	16/17
	Actual	Projection	Projection			Actual	Projection	Projection	
Audit Fees	3,725.35	5,640.00	2,000.00		F&GP	Precept	181,152.35	190,210.90	195,917.24
Chairman's Allowance	611.00	214.94	1,000.00			Bank Interest	294.37	349.61	300.00
Contingency Fund	1,430.00	-	15,000.00			Misc Income	19,331.63	-	500.00
Handymen/Caretaker	27,212.78	13,901.39	20,000.00			Donations	500.00	-	500.00
Insurances	10,766.99	10,625.80	12,000.00			VAT	-	-	20,000.00
Membership of Societies	810.95	614.06	850.00			Community Benefit	-	37,422.67	37,500.00
Parish Clock	-	-	500.00		Conservation	Public Open Space	3,617.42	-	4,000.00
Parish Office	12,121.15	4,423.33	20,000.00		Cemeteries	Allotments	1,732.92	1,212.00	1,800.00
Salary - Clerk	16,897.64	11,156.69	20,000.00			Grass Cutting	1,594.69	1,594.69	1,600.00
Salary - Clerks assistant	9,964.72	9,698.80	12,000.00		Play & Rec	Burial Fees	2,480.00	3,190.00	2,500.00
Salary - bookkeeper	2,476.10	2,190.00	3,000.00			Rents	14,010.00	8,275.00	26,000.00
PAYE/NIC	11,211.78	9,314.57	12,000.00		Reserves	Be Active profit share	-	-	-
Sundry Exps/Bank Charges	28,495.78	551.76	500.00						25,132.76
Training	1,329.50	540.00	500.00						
Donations	15,002.00	17,600.00	37,500.00		Total Income		224,713.38	242,254.87	315,750.00
Petty Cash Items	999.96	505.50	1,000.00						
S137	-	-	-		Total Inc.	14/15	YTD	16/17	
PWLB - Hub	29,500.00	33,000.00	32,500.00		F&GP	201,278.35	227,983.18	254,717.24	
PWLB - Car Park	9,973.30	20,000.00	12,500.00		Conservation	5,350.34	1,212.00	5,800.00	
Car Park	1,500.00	77,373.32	5,000.00		Cemeteries	4,074.69	4,784.69	4,100.00	
Allotments	1,152.24	2,354.75	2,000.00		Play & Rec	14,010.00	8,275.00	26,000.00	
Conservation	8,913.98	6,642.08	9,000.00		Highways & Footpaths	-	-	-	
Grass Cutting	3,425.00	1,900.00	3,500.00						
Public Open Space	7,350.73	4,056.77	7,500.00						
Cemetery - Orchard Rd.	2,097.48	2,067.72	2,000.00						
All Saint's Churchyard	-	305.00	2,000.00						
Cemetery - New Road	12,226.31	5,150.05	12,000.00						
Cemeteries Contract	12,837.03	15,691.77	13,000.00						
Play Areas & Recreation	38,363.66	12,203.58	10,000.00						
MAYD/Youth Committee	5,555.00	9,772.80	4,400.00						
Pavilion	26,360.20	3,020.01	3,000.00						
Highways & Footpaths	250.00	2,673.63	3,000.00						
Street Lighting	1,064.72	187.00	1,500.00						
Neighborhood Plan	-	-	5,000.00						
Community Hub	75,000.00	25,000.00	15,000.00						
Sinking Fund	10,000.00	-	15,000.00						
Total Expenditure	388,625.35	308,375.32	315,750.00						
Income Due	224,713.38	242,254.87	315,750.00						
Budget Shortfall/Surplus	163,911.97	66,120.45	-						
Total Exp.	14/15	YTD	16/17						
F&GP	192,529.00	139,976.84	172,850.00						
Planning	1,500.00	77,373.32	50,000.00						
Conservation	20,841.95	14,953.60	22,000.00						
Cemeteries	27,160.82	23,214.54	29,000.00						
Play & Rec	70,278.86	24,996.39	17,400.00						
Highways & Footpaths	1,314.72	2,860.63	4,500.00						
Melbourn Futures	-	-	5,000.00						
Melbourn Hub	75,000.00	25,000.00	15,000.00						