

Longdon Parish Council

Minutes of the Meeting of the Finance and General Purposes Committee held at 7.00pm on Tuesday 22nd November 2016 at WI Hall, Longdon.

Parish Councillors; Cllrs G Duckett (Chair), K Morgan and C Webb

Apologies; B Butler

Clerk; H Goodreid

In Attendance; None

Min No.	Item	Action
1 1.1	Apologies for Absence Cllr Butler was not in attendance.	
2 2.1	Declarations of Interest No items were declared.	
3 3.1	Public Participation No members of public were in attendance.	
4 4.1	Minutes The Minutes of the meeting of 31 st October 2016 were agreed. Proposed: Cllr Duckett; Seconded: Cllr Morgan	
5 5.1 5.2	Matters Arising Clerk to draft a new Small Grant application form using existing one and one obtained by another local parish council. Cllr Duckett had spoken to Alan Toplis re solvency of applicants for small grant. It was agreed that this not be included for the small grants of around £200. It was noted that full council had adopted the Disciplinary and Grievance Procedure and now recognised employee's membership of trade unions.	Clerk to draft revised application form.
6 6.1	Small Grants Award It was agreed not to consider the application from the church as they have already had a grant for this financial year. This grant would be considered at a later meeting in 2017/2018 financial year providing all financial information was provided.	
7 7.1	Budget / Actual Expenditure The October reconciliation had been agreed at a previous meeting. Cllrs were given an update on spend undertaken in November 2016.	
8 8.1 8.2	Virement of funds to cover under/overspend in 2016/2017 year Councillors looked through the projected spend for the remaining of the 2016/2017 financial year. All budgets were on track to spend except for the Salaries budget which had a projected overspend of £610. It was agreed to recommend to full council that £650 be vired from Neighbourhood Plan Working Group to cover Salaries. This would leave £407 in the NPWG budget. Proposed: Cllr Webb; Seconded: Morgan	Recommendation to be made to January full council
9 9.1	Website Councillors considered a quote from Eric Roy regarding the running of	

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9.2	<p>the website and undertaking certain works to improve the website.</p> <p>It was agreed to recommend to full council that £100 be spent on improvements to the website by creation of a flat background texture, updating the local walks and creating an extra tab for Most Used Documents. Proposed: Cllr Webb; Seconded: Cllr Morgan</p>	Recommendation to be made to January full council
9.3	<p>It was agreed to recommend to full council that £130 for the fees. Proposed: Cllr Webb; Seconded: Cllr Morgan</p>	Recommendation to be made to January full council
10	Amendments to financial regulations to cover spend by F and GP Committee	
10.1	Councillors considered the need to have a budget under the F and GP committee control to cover administration of the parish council and Longdon Life and enable the smooth working of the parish council.	
10.2	<p>It was agreed to recommend to full council that F and GP have responsibility for the Administration budget and Longdon Life Budget. Proposed: Cllr Webb; Seconded: Cllr Morgan</p>	Recommendation to be made to January full council
11	Budgets for 2017/2018	
11.1	Councillors considered the opportunity of earmarking funds for future projects in 2017/2018.	
11.2	Highways and Open Spaces Committee had considered additional projects for the future which included: extension of the pavement from High Street to A51; development of a cycle route from Wishing Well Garage to Lichfield; Improving the visibility splay for the exit from High Street onto the A51. In addition, funds needed to be earmarked for the Upper Longdon Speed Reduction which had been delayed to 2017/2018. Grants from external sources would be sought to add to the budget.	
11.3	Cllrs agreed to consider earmarking funds from training budget for a planning training for councillors and a VAT/Audit course for Councillor's and Clerk.	
12	Precept for 2017/2018	
12.1	Councillors discussed the proposed expenditure for 2017/2018 as shown on the attached sheet.	
12.2	<p>It was agreed to recommend to full council that the attached budget be considered as the Precept application to Lichfield District Council. Proposed Cllr Webb; Seconded: Cllr Morgan</p>	Recommendation to be made to January full council
13	Action Plan	
13.1	Councillors had used the action plan to consider a budget for 2017/2018.	

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14 14.1	Councillors Reports There were no reports.	
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There being no further business the Chair declared the meeting closed at 8.45pm

The next Finance and General Purposes Committee would be on Tuesday 31st January 2017 at 11.00am in the WI Hall, Longdon.

DRAFT

Precept Discussions 2017 - 2018			
		2016/2017	2017/2018
Admin		£1,095.00	£2,100.00
Including room hire/audit fees /insurance			
Salaries		£6,505.00	£6,680.00
including home allowance			
Publicity		£1,500.00	£1,350.00
including Longdon Life			
Neighbourhood Plan Working Group		£3,000.00	£1,500.00
Speed Calming		£0.00	£2,000.00
Highways and Open Spaces		£7,350.00	£15,850.00
Mowing			£5,000.00
LDC dog bins			£850.00
Best Kept Village			£500.00
Street Furniture		£6,049.00	£1,000.00
footpaths			£2,000.00
Arborial Maintenance			£1,500.00
Cycle Path			£2,500.00
meattalled footpaths			£2,500.00
Community Halls		£0.00	£0.00
Churchyards		£600.00	£650.00
including bin emptying			
Grants		£2,000.00	£2,000.00
Training and Development		£650.00	£650.00
Website		£600.00	£500.00
annual costs for hosting website			£130.00
change to background / update walks / add another tab			£100.00
TOTAL		£29,349.00	£33,280.00

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