

BOSTOCK PARISH COUNCIL

Clerk: Vicky Stock, 6 Grovemount, Davenham, Northwich, Cheshire, CW9 8LY.

Minutes of the Parish Council Additional Meeting to discuss the village Precept Held on Wednesday 4th February 2016 in the Private meeting room of the Hayhurst Arms, Bostock Commencing at 7pm

Present:

Cllr. Beswick
Cllr. Curry
Cllr. Morvan

Also Present:

Vicky Stock – Parish Clerk

Apologies:

Cllr. Brewood
Cllr. Williamson

Cllr. Morvan chaired the meeting:

1. To receive Apologies for Absence and Declarations of Interest

Apologies were received from Cllr. Brewood due to a pre-existing work commitment and Cllr. Williamson due to a prior engagement.

Declaration of Interest – None were received.

2. To review current year to date and expected year end

Expenditure for the current year to date was discussed which included expected expenditure for Feb and March.

Date	Cheque No	Payment To	Item/Service	Receivable From	Paid In £	Paid Out £	Balance	Cashed	Comments & Notes
31/03/2015							8,512.32		Opening Balance
17/04/2015	BGC	Bostock Parish	Precept ~ Cheshire West & Chester	CW&C	2,189.00		10,701.32	✓	
08/04/2015	100410	Bostock Hall	Use of Boathouse for Meeting Room			15.00	10,686.32	✓	
29/04/2015	100411	Phil Saunders	Internal Financial Audit			16.00	10,670.32	✓	
29/04/2015	100412	Chalc	Annual Renewal			61.12	10,609.20	✓	
20/05/2015	100413	Bostock Hall	Use of Boathouse for Meeting Room			15.00	10,594.20	✓	
05/06/2015	100414	Chalc	Councillor Training Course (4 x £30)			120.00	10,474.20	✓	
24/11/2015	100415	Cheshire West & Chester	Uncontested Recharge			181.00	10,293.20	✗	See Invoice No: 71103510
24/11/2015	100416	Chalc	Councillor 2 Training 20th July			30.00	10,263.20	✓	
24/11/2015	100417	British Legion	Poppy Wreath (2014&2015) (2 x £45)			90.00	10,173.20	✓	
24/11/2015	100418	North West Air Ambulance	Charity Payment for Tea on the Green			150.00	10,023.20	✓	Supporting Tatton Estates 2015
24/11/2015	100419	Hayhurst Arms	Use of Private Room for Meetings (5 x £15)			75.00	9,948.20	✗	Invoice Pending
24/11/2015	100420	Webgineering	Website & Services			912.00	9,036.20	✓	
20/12/2015	100390	Chalc	Good Councillors Guide 4th Ed (x 5)			8.75	9,027.45	✗	Used Cheque from 2014 Book No 7
24/01/2016	100421	Keith Brewood	Files/ Stationery/Plastic Tubs			140.00	8,887.45	✗	Staples and B & Q
24/01/2016	100422	Webgineering	Gov Domain Name / Website & Training			828.00	8,059.45	✗	Balance Due 30th Jan 2016
FEB/MAR			Estimated Clerk Salary for Jan/Feb/March			422.61	7,636.84		
FEB			Insurance			165.00	7,471.84		
					2,189.00	3,229.48			

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Based on these figures the total year end expected expenditure figure is £3,229.48. The precept received in April 2015 was £2,189.00. Therefore an over spend on budget of £1,040.48 (taken from reserves). The expenditure has included work on a new website (required by law for the Transparency Fund) but however does not include any Clerk salary for the year (due to not having a Clerk). Bostock Parish Council do have many plans for the year ahead now that a Clerk has been employed can fully go ahead with these ideas which include traffic calming, Neighbourhood Plan, compliance with the transparency code, councillor training, Tea on the Green, Village Signs plus other day to day running costs of the council.

Due to the back-log of work with the council being without a Clerk for so long, hours are expected to be higher for a certain amount of time to get things back on track but some of this money will be taken out of reserves.

3. To discuss the Parish Council Budget for 2016/17 and agree and approve the precept

The budget was discussed and agreed as follows:

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	Projected Year End 15/16	COMMENTS
Receipts		
Precept 2015/16	£2,189.00	
Bank Interest	£0.00	
Total	£2,189.00	
Expenditure incl VAT		
Clerk Salary + PAYE/NI	£1,443.36	based approximatley on 10hrs per month @ £10.836 per hour plus contingency for NI/extra
Clerks Expenses incl Stationery	£250.00	Stationery, Ink,
Payroll	£80.00	£10 per payslip plus £20 to complete year end
Clerk Pension	£0.00	No figures at present
Audit Fees	£150.00	Internal Auditor- we may need to look for a nother auditor for transparancy code compliance
Subscriptions	£120.00	ChALC renewal + 3%, Community Pride £40, ICO Data protection Registration £35
Poppy Wreath	£50.00	Poppy Wreath
Website Hosting	£180.00	
Domain Hosting	£160.00	Bi-annual £80 (2017) - This is for the .gov website
Room Hire	£180.00	£15 x 12 months
Clerk/Councillor Training	£150.00	
Members Expenses	£100.00	
Newsletter	£75.00	
Insurance	£200.00	
Mobile	£96.00	£8 x 12 months
Legal Fees	£0.00	None forseen but this would be taken out of reserves if required.
Laptop/Scanner/Back up Drive	£430.00	Hopefully grant funded but if not we need this urgently
Tea on the Green	£1,000.00	FROM RESERVES
Neighbourhood Plan	£1,000.00	FROM RESERVES/GRANTS
Other Expenditure	£4,000.00	Traffic calming, signs, village signs - more than £3k but we will need to find other funding.
Contingency	£600.00	Unexpected - Reserves
Total	£10,264.36	Total INCOME required
	£8,075.36	Shortfall
	£7,030.00	From reserves and grants
	£3,234.36	Amount for precept required

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The items in red are expected to come out of reserves and/or from grant awards but the council are not at a stage at present to further clarify what we are expected to receive from other sources. The basic day to day running costs for 2016/2017 is expected to be in the region of £3,234.36 (excludes figures in red). Based on the precept for 2015/2016 the shortfall therefore would be £1,045.36. The year ahead in all honesty will one of learning what the village needs, getting some accurate alternative funding figures and then we will have a much clearer picture of what the financial needs of the village will be going into 2017/18. Based on the fact that we do have many things we need and want to do in our small village it was proposed based on the shortfall on daily running costs that the precept be raised by 11% (£1.69 extra per year on a Band D property). This will bring the income up to £2,500 and will allow us to use reserves to pay towards big items such as traffic calming.

Tea on the Green (more information is being looked into) will need some money to set up this year but we hope to be able to cover our costs in future years with any profit going to local causes or charities. Tea in the Green will be covered in more detail at a future meeting but we really want to have funds available to put this event on for the community.

Councillors are planning to create and circulate a newsletter very soon and start discussions regarding a Neighbourhood Plan.

RESOLUTION: An 11% precept proposed (£1.69 per annum increase per household based on Band D property). Proposed by Cllr. Mevan. Seconded by Cllr. Beswick. Motion carried.

4. To discuss grant requirements for Transparency Code Compliance

Councillors went through an application form to apply for a Grant to enable the Bostock Parish Council to be compliant with the Transparency Code. The Clerk needs to find further figures for website costs and training before submitting.

5. To discuss Tea on the Green Funding

Tatton Estates were caretaking a fund on behalf of Bostock Parish Council in a time when the council dissolved. When Cllr. Beswick recently asked for this money to be handed back over to Bostock Parish Council she was informed that the money had all gone on last years 'Tea on the Green'. As far as Bostock Parish Council were aware, Tea on the Green was set up, funded and managed by Tatton Estates last year and Councillors were not aware that the money from the Community Fund would be used for that. Cllr. Beswick is still waiting to hear further details on this from Tatton Estates.

We need to find out exactly where the money has gone but as a back up to put the event on this year, the amount will come out of reserves and hopefully some of this can be re-cooped. Cllr. Beswick said that a £2 entry fee would most probably be in effect this year to re-coop costs and to provide a profit for the Joshua Tree. Cllr. Curry suggested that Bostock residents be given free tickets (one per household).

6. Agree Date of Next Meeting and Agenda Items

The meeting closed at 8.52pm. A further finance meeting will be planned for later in the year to re-evaluate the 2016/17 budget.

Signed/ Dated

Chairman