

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 16th November 2016 in the
Private meeting room of the Hayhurst Arms, Bostock
Commencing at 7pm**

Present:

Cllr. Beswick
Cllr. Curry
Cllr. Clarke
Cllr. Williamson

Also Present: Vicky Stock – Parish Clerk

Apologies: None

Cllr. Beswick chaired the meeting:

1. To receive Apologies for Absence and Declarations of Interest

None.

Declaration of Interest – None were received.

2. Finance

a) To approve the Financial Report and Monies for payment

AGENDA ITEM 6

Bank Balances

As at 24th October 2016, the reconciled bank balance totalled £10,359.04 in credit.

Payments received

None

Payments for Approval for November 2016

<u>DATE</u>	<u>PAYEE</u>	<u>DETAILS</u>	<u>CHQ No</u>	<u>NET £</u>	<u>VAT £</u>	<u>GROSS £</u>
01/11/2016	Talk Mobile	Mobile Phone payment	DIRECT DEBIT	7.50	0	7.50
16/11/2016	Vicky Stock	Clerk Salary (October 2016)	100445	312.12	0	312.10
16/11/2016	Davenham Methodist Church	Room Hire – 26 th October	100446	26.00	0	26.00
Total Payment NOVEMBER						£345.60

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

Budget Analysis 2016 -17		Bostock Parish Council													TOTALS	VARIANCE
Budget		Actual APRIL	Actual MAY	Actual JUNE	Actual JULY	Actual AUG	Actual SEPT	Actual OCT	Actual NOV	Actual DEC	Actual JAN	Actual FEB	Actual MARCH			
	Receipts															
£2,500.00	Precept (inc CTRS of £48)	£2,500.00												£2,500.00	£0.00	
£0.00	Bank Interest													£0.00	£0.00	
£0.00	VAT													£0.00	£0.00	
£1,000.00	Grants		£1,965.46						75					£2,040.46	£-1,040.46	
£6,764.00	From Reserves													£0.00	£6,764.00	
£0.00	Other													£0.00	£0.00	
£10,264.00	Total	£2,500.00	£1,965.46	£0.00	£0.00	£0.00	£0.00	£0.00	£75.00	£0.00	£0.00	£0.00	£0.00	£4,540.46	£5,723.54	
	Expenditure incl VAT															
£1,443.36	Clerk Salary + PAYE/NI			£212.48		£301.07	£82.34	£125.72	£312.10	£200.00	£200.00	£200.00	£200.00	£1,833.71	£-390.35	
£0.00	Bank Charges													£0.00	£0.00	
£250.00	Clerks Expenses incl Stationery			£5.74		£14.19	£10.10	£21.05	£0.00	£15.00	£15.00	£15.00	£15.00	£111.08	£138.92	
£80.00	Payroll												£150.00	£150.00	£-70.00	
£0.00	Clerk Pension													£0.00	£0.00	
£120.00	Subscriptions	£67.90			£35.00									£102.90	£17.10	
£50.00	Poppy Wreath							£30.00						£30.00	£20.00	
£150.00	audit fees						£90.00							£90.00	£60.00	
£100.00	Member Expenses													£0.00	£100.00	
£180.00	Website Hosting											£180.00		£180.00	£0.00	
£160.00	Domain Hosting													£0.00	£160.00	
£180.00	Room Hire								£26.00		£26.00	£26.00		£78.00	£102.00	
£150.00	Clerk/Councillor Training													£0.00	£150.00	
£75.00	Newsletter					£46.50				£50.00	£200.00			£296.50	£-221.50	
£200.00	Insurance													£0.00	£200.00	
£96.00	Mobile Phone				£9.68	£7.50	£7.50	£7.50	£7.50	£7.50	£7.50	£7.50	£7.50	£69.68	£26.32	
£0.00	Legal Fees													£0.00	£0.00	
£1,000.00	Tea on the Green													£0.00	£1,000.00	
£430.00	Laptop, Scanner/Back Up Drive			£447.95						£100.00				£547.95	£-117.95	
£1,000.00	Neighbourhood Plan													£0.00	£1,000.00	
£4,000.00	Other Expenditure					£63.37				£1,600.00	£2,000.00			£3,663.37	£336.63	
£600.00	Contingency													£0.00	£600.00	
£10,264.36	Total	£67.90	£0.00	£666.17	£44.68	£522.63	£99.94	£184.27	£345.60	£1,972.50	£2,248.50	£628.50	£372.50	£7,153.19	£3,111.17	

As at 24th October bank balance is £10,359.04
Less spending projected spending Nov - March = £4791.44 in reserves

Budget figures were reviewed and discussed.

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

The budget was discussed and agreed as follows:

BOSTOCK PARISH COUNCIL				
Budget		Projected Year End 16/17	Projected 2017/2018	COMMENTS
	Receipts			
£2,500.00	Precept 2016/17 (inc CTRS of £48)	£2,500.00	£2,500.00	
£1,000.00	Transparency Code Grant Funding	£1,965.46	£0.00	
£0.00	VAT	£346.00	£120.00	
£0.00	Bank Interest	£0.00	£0.00	
£6,764.00	From Reserves	£6,764.00	£0.00	
£0.00	Other	£75.00	£0.00	£75 cheque expired cheque 'paid in'
£10,264.00	TOTAL INCOME	£11,650.46	£2,620.00	
	Expenditure incl VAT			
£1,443.36	Clerk Salary + PAYE/NI	£1,821.61	£2,000.00	Average hrs worked over last 10 months 15 per month - £1950 based on current hourly rate. originally based approximatley on 10hrs per month @ £10.836 per hour plus contingency for NI/extra. Pay rate inc
£0.00	Bank Charges			
£250.00	Clerks Expenses incl Stationery	£111.08	£480.00	Stationery, Ink, - REALLY CLERK SHOULD BE CLAIMING FOR OFFICE SPACE ETC. £25 a month approx (awaiting chalc figur
£80.00	Payroll	£150.00	£155.00	£10 per payslip plus £20 to complete year end + 3%
£0.00	Clerk Pension	£0.00		No figures at present
£150.00	Audit Fees	£90.00	£200.00	Internal Auditor - we may need to look for another auditor for transparency code compliance
£120.00	Subscriptions	£102.90	£120.00	ChALC renewal + 3%, ICO Data protection Registration £35
£50.00	Poppy Wreath	£30.00	£30.00	Poppy Wreath
£180.00	Website Hosting	£180.00	£180.00	
£160.00	Domain Hosting	£0.00		Due 09/02/2026
£180.00	Room Hire	£78.00	£150.00	£15 x 12 months
£150.00	Clerk/Councillor Training	£0.00	£100.00	
£100.00	Members Expenses	£0.00	£100.00	
£75.00	Newsletter	£46.50	£100.00	
£200.00	Insurance	£165.00	£200.00	
£96.00	Mobile	£69.68	£90.00	£7.50 x 12 months
£0.00	Legal Fees	£0.00	£0.00	None forseen but this would be taken out of reserves if required.
£430.00	Laptop/Scanner/Back up Drive	£547.95	£279.99	Grant Funded- extra for back up drive???
£1,000.00	Tea on the Green/MAS event	£0.00	£0.00	FROM RESERVES
£1,000.00	Neighbourhood Plan	£0.00	£500.00	FROM RESERVES/GRANTS - although this is grant funding - still need some upfront money.
£4,000.00	Other Expenditure	£4,000.00	£0.00	Traffic calming, signs, village signs - more than £3k but we will need to find other funding.
£600.00	Contingency	£600.00	£500.00	Unexpected - Reserves
	Wheellie Bin Sticker		£100.00	
	Total	£7,992.72	£5,234.99	Total INCOME required
	Total left from budget	£3,657.74		From reserves and grants
			£1,500.00	
			£3,734.99	Amount for precept required

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The Microsoft office package originally ordered did not work correctly so has been refunded to the clerk £38.99. The clerk pointed out that that cost was for 1 year only for the package but for a cost of £229.99 we would have the Microsoft package to keep which would include regular updates. **It was RESOLVED that the clerk go-ahead and purchase the package for £229.99 as it was more cost effective.**

RESOLUTION: At least £3000 precept is required to keep the council to cover the basic working budget. Councillors are concerned that the % increase will look drastic on the council tax bill but an increase is required to keep the council viable. The actual percentage figure will be issued by Cheshire West and Chester in December but based on last year's tax figures the amounts will result in a 33% precept increase. (£5.21 per annum increase per household based on Band D property). This figure will be reviewed once more in January once accurate tax calculation figures are given by Cheshire West and Chester. Proposed by Cllr. Williamson. Seconded by Cllr. Clark. All approved.

5. Urgent Matters

None

6. Agree Date of Next Meeting – Wednesday 25th January

The meeting closed at 8.28pm.

Signed/ Dated

Chairman