

**Minutes of the Meeting of the Finance and General Purposes Committee held on
Tuesday 15 January 2019 in the Civic Chamber, Council Offices, Skelmanthorpe**

PRESENT: Cllrs M Blanshard, S Hellewell, R Gott, P Flinders, G Turner, W Simpson, R Brook, N Denby & J Cook.

APOLOGIES: Cllr J Depledge

IN ATTENDANCE: C Wadsworth, Clerk to the Council

16/170 Declarations of Interest

Declarations of interest were received from Cllrs Brook and Cook in relation to item 6.2 on Walkers are Welcome

16/171 Open Session

No members of public were present

16/172 Apologies for Absence

Reasons for absence from the meeting were submitted from Cllr Depledge.

RESOLVED that the reasons for absence submitted by the councillor be accepted as valid.

16/173 Admission of the Public

RESOLVED that there were no items requiring the exclusion of the press and public.

16/174 Countryside Project Vehicle

Cllr Gott informed the members that the vehicle had cost £60 over the estimate due to the cost of the reversing lights which were deemed necessary. Delivery was expected next Wednesday, however insurance was suggested to be arranged from this Friday. Cllr Gott would fill the tank initially and reclaim the cost via the normal procedure with receipts. The Clerk had made contact with Kirklees Council to arrange return of the fleet vehicle. Cllr Gott had received a quote of approx. £100 for graphics on the new vehicle. **RESOLVED** that the quote was accepted and Cllr Gott should go ahead and arrange the marking up of the new vehicle.

RESOLVED that a Multipay Card be applied for via Unity Trust Bank for use by the Countryside Officer for costs associated with the vehicle including an annual service and petrol, with an upper limit of £500 and a nominal cash amount as the card was not to be used for cash payments. The Clerk to check whether a payment card was covered by current insurance.

RESOLVED that the policy on card usage produced by Cllr Gott be adopted.

16/175 Budget Outturn 2018/19

Budget Outturn – Cllr Brook noted the projected expenditure and year to date figures, with 2 ½ months to go until year end therefore there could still be some minor adjustments.

- Projected expenditure was approx. £208,866 of an annual budget of £244,007
- Income level was £238,788 (made up of the Precept, CTR & Interest, and modest income from room hire, allotment rents and book sales)
- Policy on reserves stated they should be at £400,000. Due to the above, we would be likely to add £30,000 to reserves which would push reserves upwards to approx. £500,000.
- Election costs were noted, as these appeared historically as good practice in reserves as well as the budget and would need reviewing in future.

Budget Outturn was noted by councillors

Walkers are Welcome leaflets – it was agreed that for audit purposes, a grant application should be submitted for the estimated costs of up to £1500 for the printing of 2,000 copies each of four new leaflets,

Interior Decoration of the Council Building – **RESOLVED** that this should go ahead as soon as possible with the interior decoration of the building, and to consider getting this done with step payments to ensure some expenditure is drawn down out of this year's budget. The working party to be convened as soon as possible to discuss this.

16/176 Draft Budget 2019/2020 to be recommended to Full Council

Cllr Brook noted the following amendments to the budget for 2019/2020

- Salaries line to be decreased to **£75,000** in line with expected expenditure on this year's budget
- Website line to increase to **£3,000** due to increased expenditure on council's website and archives

- Vehicle line to alter to **£1,500** (lowered due to lack of lease, however members felt there could be further expenses on maintenance etc...)
- Building line: Health & Safety increased to **£650**, Security & Safety decreased to **£180**, Utilities increased to **£3,400**, and Cleaning increased to **£12,250** bringing the Council Building total to £30,296, an increase of £7,250

RESOLVED that the following changes be recommended to the Full Council with the overall budget for next year being **£199,330**

Cllr Gott expressed thanks to Cllr Brook and the Clerk for their hard work on the budget.

16/177 Precept: Cllr Brook spoke to the discussion paper to members which showed the calculations based on previous years calculations.

- Noted that the Council Tax Reduction Grant had been decreased to £1,212.43 due to the taxbase being almost back down to level it was at before national changes.
- Noted that Community Infrastructure Levy was not likely to affect next year's budget
- Noted the slightly increased tax base of £5,771.84
- Noted that last year, a standstill budget was adopted.
- As reserves would be held of an estimated amount of £500,000 against the agreed amount of £400,000, three further proposed options had been presented.
- Option 5 proposed to precept only £100,000 with the additional amount of approx. £100,000 to meet the budget coming from reserves, thereby reducing the level of reserves to nearer the agreed £400,000 in one year. The Average Band D Council Tax would be £17.12 which could double the following year.
- Option 6 proposed a precept of £130,000 with £70,000 taken from reserves, reducing the Average Band D Council Tax to £22.31, which would go back up the following year to £29/30, still lower than current level.
- Option 7 proposed a precept of £150,000, reducing reserves to approx. £450,000 this year, and giving an Average Band D Council Tax of £25.78, which would remain the same the following year given a similar budget.

Proposed that Option 7, to precept £150,000 be recommended to the Full Council on 5 February.

A named vote was held. In favour: Cllrs Brook, Turner, Hellewell, Flinders, Simpson, Blanshard & Denby.
Against: Cllrs Gott & Cook

RESOLVED that **Option 7 to precept £150,000** be recommended to Full Council.

16/178 Training: **RESOLVED** that the Clerk attend 'Managing Local Council Elections' training at a cost of £60 + VAT

16/179 Orders for Payment

RESOLVED that orders for payment number 724 totalling £24,162.11 be approved for payment

16/180 Date of next meeting

The next meeting is scheduled for 12 March 2019

Signed..... **CHAIR**