

**COLDEN COMMON PARISH COUNCIL**  
**MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE**  
**HELD ON MONDAY 18<sup>th</sup> DECEMBER 2017 AT 7.30PM IN THE**  
**COMMUNITY CENTRE, ST VIGOR WAY COLDEN COMMON**

**Present** Cllr Steve Badham  
Cllr Maggie Hill  
Cllr Laurence Wilks

Cllr Richard Izzard  
Cllr Alex Loughran

**Apologies**

**In attendance** Debbie Harding (Clerk)  
Sophie Thorogood

**F 22/17      APOLOGIES FOR ABSENCE**

No apologies were made

**F 23/17      TO APPROVE THE MEETING MINUTES HELD ON THE 16<sup>th</sup>**  
**OCTOBER 2017**

*The minutes of the meeting held on the 16<sup>th</sup> October 2017 were circulated prior to the meeting and it was resolved to accept them as a true record of the meeting, proposed by Cllr Badham, seconded by Cllr Wilks and carried.*

**F 24/17      UPDATE ON MINUTES, CORRESPONDENCE AND OTHER**  
**RELEVANT MATTERS NOT INCLUDED ELSEWHERE ON THE**  
**AGENDA INFORMATION ONLY**

The CIL monies for 44 Spring Lane have been paid to WCC, but not yet received by Colden Common Parish Council.

The Clerk is still awaiting the details of the additional premium for the insurance of the tennis courts. Clerk

The meeting with the Bowls Club regarding the equipment on the asset register has not yet been arranged. Clerk

The opening of an account with HSBC is still outstanding. Clerk

**F 25/17      TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC**

No members of the public were present.

**26/17**      **TO REVIEW A DRAFT BUDGET FOR 2018-19 AND A MAKE A RECOMMENDATION TO THE FULL PARISH COUNCIL**

The draft budget for 2018-19 was presented which is based on the operation costs of 2017-2018 (including the already committee PWLB for Street Lighting) with the following exceptions

The Council Tax Support grant from WCC has been reduced by 50% this year from £9,525 to £4,763.

The Burial grounds grant was increased from £800 to £1200  
A **potential** grant of £2,500 was budgeted for the CCCA newsletter production  
The S137 budget was increased to £24,000 (Recreation ground pavilion a consideration)

The 2017-18 limit was £7.57 per elector which based on 3165 electors (2017-18 £23,959.05). The elector limit for 2018-19 has not yet been announced and the number of electors is being checked with WCC as S137 grants cannot exceed the 2018-19 allowance x the number of electorate.

Any grants to the Churchyard or the CCCA (specifically for a newsletter) can be granted under S214 and S142 of the Local Government Act 1972.

An allowance for seasonal staffing has been made of £3,000

Projects have been allowed for as follows:-

<b>SLRS</b>	<b>£4,000.00</b>
<b>Ride on mower</b>	<b>£7,000.00</b>
<b>New Chairs CCP</b>	<b>£2,000.00</b>
<b>New goal post sockets</b>	<b>£1,000.00</b>
<b>Wetpour</b>	<b>£5,000.00</b>
<b>Footpath to skateboard park</b>	<b>£2,000.00</b>
	<b>£21,000.00</b>

With an increase in budgeted grant funding and projects detailed above, the parish income budget would be £24,352, expenditure of £235,340 a deficit of £210,989.

If the precept was to remain the same as 2018-2019 (£156,071) the deficit would be £54,918.

The Finance Committee discussed an increase of the Precept to £171,678 which would reduce the deficit to £39,311. This would result in £15,607 in additional precept paid to the Council, an £10.18 increase for per annum for each band d property, £111.99 paid to Colden Common Parish Council annually for a band property.

Cil monies forecasted to be received in 2018-19 total £121,377. £82,067 of this money will go into reserves, once the budgeted deficit of £39,311 is met for the above project expenditure and increase in grants.

Cil monies can be used as follows-  
Extract from:

***The Community Infrastructure Levy (Amendment) Regulations 2013***

***Click here to view the whole document online:***

***<http://www.legislation.gov.uk/ukxi/2013/982/regulation/8/made>***

Application of CIL by local councils

59C. A local council must use CIL receipts passed to it in accordance with regulation 59A or 59B to support the development of the local council's area, or any part of that area, by funding —

- (a) the provision, improvement, replacement, operation or maintenance of infrastructure; or
- (b) anything else that is concerned with addressing the demands that development places on an area.

The following projects have not been included

<b>Footpath 11</b>	<b>£10,000.00</b>
<b>Footpath on the Green</b>	<b>£10,000.00</b>
<b>CCP Car Park resurfacing</b>	<b>£25,000.00</b>
	<b><u>£45,000.00</u></b>

It was considered that particularly the footpaths could be improved inline with HCC Rights of Way specifications (gravel) using grant applications and not Cil funding.

***It was resolved to approve a draft budget to the Parish Council of income of £145,729 and expenditure of £235,340. Proposed by Cllr Steve Badham, seconded by Cllr Wilks and carried.***

**F 27/17      TO MAKE A RECOMMENDATION TO THE PARISH COUNCIL FOR THE PRECEPT FOR 2018-2019**

***It was resolved to recommend a precept demand to Winchester City Council for the financial year 2018-2019 of £171,678, Proposed by Cllr Steve Badham, seconded by Cllr Wilks and carried.***

This decision results in £82,067 surplus from CIL funding to be returned to reserves for future projects. With a forecasted b/f balance from 2017-18 of £106,731, the total reserves are forecasted to be increased to £188,798 at the end of 2018-19.

**F 28/17      TO REVIEW THE QUOTATIONS FOR SUPPLY OF THE PARISH OFFICE FURNITURE AND DELEGATE AUTHORITY TO THE CLERK TO PLACE AN ORDER.**

The Clerk has sourced 3 quotations for office furniture for the Parish Office Project. Quotes 1 and 2 were discussed in detail. Quote 3 was discounted as cannot offer a filing system in the storage wall. Quote 1 does not offer sliding doors but is approx. £1700 cheaper than Quote 2 which has the benefit of sliding doors and is an end to end unit. The Clerk is to visit the manufacturers to view the quality and the matter will be on the Parish Council agenda for January 2018.

**F 28/17      TO REVIEW THE PARISH COUNCIL INSURANCE SCHEDULE FOR 2017-2018 AND RECOMMEND ANY CHANGES IN COVER TO THE FULL PARISH COUNCIL**

The Clerk has researched replacement play equipment for insurance purposes and it is felt that the current insurance level of £220,000 is adequate.

***It is the recommendation of the Finance Committee that the Parish Council self-insure fences and remove £61,588 worth of cover from the Parish Council insurance. Proposed by Cllr Badham, seconded by Cllr Wilks and carried.***