

**COLDEN COMMON PARISH COUNCIL**  
**MINUTES OF THE FINANCE AND ADMINISTRATION COMMITTEE**  
**HELD ON MONDAY 12<sup>th</sup> DECEMBER 2016 AT 7.30PM IN THE**  
**RECREATION GROUND PAVILION, MAIN ROAD, COLDEN COMMON**

**Present** Cllr Steve Badham  
Cllr Maggie Hill

Cllr Richard Izard  
Cllr Laurence Wilks

**Apologies**

**In attendance** Debbie Harding (Clerk)

**FA28/16 APOLOGIES FOR ABSENCE**

No apologies were received.

**FA29/16 TO NOTE CLLR CARRY'S RESIGNATION FROM THE COMMITTEE AND ELECT A CHAIR OF THE COMMITTEE AND RECEIVE THEIR DECLARATION OF OFFICE**

*Cllr Izard proposed Cllr Badham as Chair of the Committee, seconded by Cllr Hill and carried unanimously.*

*Cllr Badham signed the declaration of acceptance of office.*

**FA30/16 TO ELECT A VICE-CHAIR OF THE COMMITTEE (IF VACANT) AND RECEIVE THEIR DECLARATION OF OFFICE.**

*Cllr Badham proposed Cllr Wilks as Vice-Chair of the Committee, seconded by Cllr Hill and carried unanimously.*

*Cllr Wilks signed the declaration of acceptance of office.*

**FA31/16 TO RECEIVE ANY DECLARATIONS OF INTEREST ON ANY SUBSEQUENT AGENDA ITEMS**

No declarations of interest were made.

**FA32/16 TO APPROVE THE MEETING MINUTES HELD ON THE 19TH SEPTEMBER 2016**

*It was resolved to approve the minutes of the meeting held on the 19TH September 2016. proposed by Cllr Steve Badham, seconded by Cllr Hill and carried unanimously.*

**FA33/16 UPDATE ON MINUTES, CORRESPONDENCE AND OTHER RELEVANT MATTERS NOT INCLUDED ELSEWHERE ON THE AGENDA INFORMATION ONLY**

Little Wizards outstanding invoice of £2,039 has been reduced by £800.00 as a payment has been made.

The Clerk has a meeting with Citadel Security tomorrow is discuss the alarm system.

Pat testing starts tomorrow and is being completed by the Community Centre for approx. £80

The Clerk has asked the CCCC to insure the centre for £1,681,000. This figure is based on a rebuild figure given by the Parish Council instructing an independent surveyor. The Trustees have decided that £1,500,000 is the correct level of insurance. This has been raised from the original £1.2 million.

The Clerk is to write a letter to the Community Centre outlining the Parish Councils concern that the insurance level is inadequate as per the independent valuation received by Paul Ashton.

The Council tax relief grant for 2017/18 will be £9,525.  
This grant will reduce by half in 2018-19 before being phased out completely for 2019-20

**FA34/16 TO RECEIVE QUESTIONS FROM MEMBERS OF THE PUBLIC**

No members of the public were present.

**FA35/16 TO REVIEW A DRAFT BUDGET FOR THE FINANCIAL YEAR 2016-2017 AND MAKE A RECOMMENDATION TO THE FULL PARISH COUNCIL**

The Clerk outlined the draft budget for the financial year 2017-18.

**Key Points**

**Income**

Income forecasted to decrease by £7K year on year

This is due to Little Wizards closing

Forecasting £700 down year on year due to cricket club merging with Otterbourne.

This may be replaced by another team.

**Expenditure**

Finance expenditure is forecasted to be up £4,500 Year on Year

- Salaries which are due to ratification
- Increased hours, rate per hour and pension costs for Asst Clerk (both total £3K)
- Room Hire £2k provision for hire of office and meetings
- Legal fee for CCCC office lease (£1,000) – will need to pay both sides, probably not enough

**Budgeted savings**

- Reduced S137 down from £5.5K to £4,000K

**Projects**

Recreation, new van - £15,000 for outright purchase – need to investigate lease/hire or defer

Finance project - £12,000 for office refurbishment

Increased running costs in Finance £4,600, and projects totalling £27,000 and a reduction in income of £7,000k (Total 38,600)

This contributes towards the requirement of balancing the budget by using £42,386 of reserves.

Until the loan for the street lighting is settled the parish day to day expenditure exceeds the income. The loss in revenue from the pre-school at Colden Common Park exacerbates expenditure being greater than income.

With the precept remaining at £147,685, the draft budget will require using £42,886 of reserves.

It has not been advised yet if the tax base will increase from 1527 properties.

The budgeted projects are subject to further approval from the Full Parish Council and are subject to future decision and scrutiny.

Cllt Izard has spoken to WCC about CIL funding and it is not possible to bid for CIL money via WCC for the Parish Office. Cllr Izard is checking with WCC if any CIL monies which are likely to be paid to the Parish Council in 2017-18.

***It was resolved to recommend to the Parish Council a budget for 2017-18 for £25,025 with expenditure of £215,096.***

***It was resolved to recommend to the Parish Council it increase the precept by £5.23 per band d property from £96.98 to £102.21 which is a precept of £156,071, with the remaining budgeted expenditure being funded by using £34,000 of reserves.***

***Proposed by Cllr Izard, seconded by Cllr Badham and carried.***

The Committee reviewed the 5-year financial illustration. The budgeted projects in 2017-18 will mean that reserves will drop to approx. £90km before increasing in 2018-19 with payment of CIL monies from Sandyfields.

**FA27/16 TO RAISE MATTERS FOR THE NEXT MEETING AGENDA**

No matters were raised and the meeting closed.