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**Minutes of the Parish Council & Finance Committees Meeting
Monday 22nd June 2015 at 8.00pm at Bluntisham Village Hall**

Present: Treasurer: Mr Rob Gore, Mrs Philippa Hope, Mrs Kathy Searle, Mrs Anne Parsons, Mrs Tracey Davidson (Clerk)

Also Present: Cllr Mike Francis & 1 member of the public

	Open Forum. None received.	Action
229	Dispensation Request Forms and decision given – None received.	
230	Declaration of interest for items on the agenda - None	
231	Apologies for Absence – Mr Gary James & Mr Alan Moules	
232	Planning Application – 15/00863NMA – 45 Wood End Bluntisham. The clerk advised that Huntingdonshire District Council (HDC) had received an amended plan for this site, however, amendments of this nature do not require them to consult with the parish council. This item was added onto the agenda purely for information purposes and to inform parishioners of the amendment. The plan can be viewed on the website: http://publicaccess.huntingdonshire.gov.uk/online-applications/ HDC did confirm that they would be approving the amendment.	
233	Bank reconciliation to be approved and signed. The Treasurer checked and signed the bank reconciliations for April & May 2015 and approved and signed these documents. It was agreed for the clerk to include the bank statement figures at the bottom of the account summary page. Mr Rob Gore questioned the % needed to be retained in the reserves. The clerk is to get a definite response from CAPALC. <i>(Proposed Mrs Philippa Hope, Seconded Mrs Kathy Searle. All agreed).</i>	Clerk
234	Review of budget for 2015/16 – the following questions were raised and answered accordingly: <ul style="list-style-type: none"> • Staff Salaries 2014/15 vs current year? <i>This is mainly due to the unexpected bank holiday payment made in 2014/15 which won't be made in 2015/16. The clerk is to split the Tax & NI from the salary line and show in the HMRC line.</i> • The payments and receipts don't balance, why? <i>This is due to the CIL payment of £1865.00 being received in the current budget FY 2015/16, when payment was expected in 2014/15 when the current budget was agreed in the PC meeting dated 8 December 2014.</i> • Do we know the cost of the election yet, if there are any savings can we spend these? <i>HDC haven't advised of the cost of the election and any saving will have to move to the training budget as this will be overspent due to the new councillors having to attend training.</i> • When was the last time the allotment rents were increased? <i>In 2013 all rents were increased by £5 to cover the cost of water. The clerk is to investigate other neighbouring allotments to see how we compare on price per plot.</i> • The grass cutting income is less this year than previous years, why? <i>The Woodland Trust pay their grant on 31.3.15 hence showing in the previous years total. The clerk is to allow for this in the coming year.</i> • When does the lease expire on the land? <i>The lease on the recreation land expires in January 2021, however the clerk has been in contact with CCC as there is a rent</i> 	Clerk

	<p><i>review due in January 2016.</i></p> <ul style="list-style-type: none"> • The groundsman figure has doubled since 2013/14, how was this decided upon? <i>The parish council agreed to commit additional money to village presentation and the clerk estimated the additional hours in order to carry out this work. As the work is seasonal and weather dependent it is always difficult to get 100% accurate. The clerk will ensure that for the next few months the monthly hours do not go over the 17.5 average. The village maintenance budget should cover any overspend but it will be monitored to ensure controls are in place.</i> • The hedge & tree budget is more than the contract by £600, why? <i>This is due to not all the hedges being cut in 2014/15 due to the additional cost so it will be done in this financial year.</i> • There is a H&S budget as well as the play park, can these be merged? <i>Although the majority of spends is on the play park not all the H&S work is allocated here so we need to keep as two lines.</i> • How do we calculate the annual income for the village hall? <i>The clerk advised that this is based on the total spend minus the doctors rent. This is the minimum required in order to break even, any additional income is profit.</i> 	
235	<p>Review of spending plans for 2015/16 – the following questions were raised and answered accordingly:</p> <ul style="list-style-type: none"> • The allotments budget is overspent already, why? <i>The clerk advised this was due to a one off payment of £200 to go towards their new toilet.</i> • The bus shelter costs were higher for April, why? <i>This was due to 2 invoices being received in the same month, this happens from time to time.</i> • The tractor & machinery maintenance is already overspent, why? <i>The service was carried out in December 2014 and the bill should have been paid from last years budget, however, the company didn't submit this until May 2015. Hopefully this will be the only spend for this year.</i> • The Fuel costs are going to go over budget based on the current spends? <i>As fuel is only used when the grass is being cut this will usually stop from mid October until mid March.</i> <p>Whilst it is still early on in the financial year we need to be thinking of any projects we would like to fund in the current year.</p>	
236	<p>Review actual v budget – the following questions were raised and answered accordingly:</p> <ul style="list-style-type: none"> • The totals and forecast figures are the same, this needs to be changed or removed. <i>Mr Rob Gore agreed to alter the formula to allow the changes to be made.</i> • Can the services be listed if they are paid monthly, quarterly, etc. <i>The clerk is to make these changes to the account summary. Remember we are always paying in arrears for gas and electric so the bills for April and May will still be higher although the heating isn't on. This averages itself out by the end of the year. The water rates will be a major overspend this year due to the account being in credit for the past 3 years and the DD payment being less. The clerk wasn't aware of the credit until the new bill was received, after the budget was set.</i> • Does the staff costs for the village hall include the clerks hours? <i>Yes although they are shown on the same line.</i> 	<p>Rob Gore</p> <p>Clerk</p>
237	<p>Plans for current year – roles. It was agreed that no additional roles within this committee were needed apart from taking it in turns to sign the cheques on a monthly basis, once set up with the bank. The clerk is to get the documentation to add additional signatories onto the Cambridge Building Society Account.</p>	Clerk
238	<p>Initial discussion regarding 2016/17 precept – Mr Rob Gore suggested unless we have any unexpected expenditure we shouldn't increase the precept next year. It was agreed to meet in October to set the precept for the new year. The clerk is to ensure the HMC are happy with their budget and spending plans to be shared within each committee by</p>	Clerk

	this time.	
239	Pension – automatic enrolment. The clerk advised that our staging date is 1.8.16 and we must use the current year to ensure we are ready for this date. The clerk has registered and nominated herself as the contact. The next steps are to agree on a pension provider and also a software system to administer this. It was agreed that Mr Rob Gore, Mrs Philippa Hope and Mrs Anne Parsons are to speak to their contacts and share any advice on the next steps. The clerk is to speak to neighbouring parishes to find out what systems they are using and also check if other staff members want to be included.	Rob, Philippa, Anne & clerk
240	Any other matters for consideration – Mrs Philippa Hope asked if there could be information in the newsletter on the accounts including the bank balances. The clerk asked for two cheques to be signed, Mrs Kathy Searle signed these and the clerk is to get an additional signature from Mrs Margaret Lumb in the morning.	
241	Date of next meeting – it was agreed to meet on Monday 24 th August at 8pm.	

Meeting closed at 9.30pm