



**North Weald Bassett
PARISH COUNCIL**

The Jim Davis Room • Parish Office • North Weald Library • 138 High Road
North Weald • Essex • CM16 6BZ

Tel: 01992 523825

Fax: 01992 524756

Email: clerk@northweald-pc.gov.uk

Web Site: www.northweald-pc.gov.uk

Clerk to the Council.

Susan De Luca

11th December 2019

TO: MEMBERS OF THE NORTH WEALD BASSETT PARISH COUNCIL

You are hereby invited to attend a **Meeting** of the **Finance & General Purposes Committee** which will be held on **Monday 16th December 2019**, in the **Library, 138 High Road, North Weald** at **7.00pm** to transact the business shown in the Agenda below.

Susan De Luca
Clerk to the Council

AGENDA

1. APOLOGIES FOR ABSENCE

To **RECEIVE** any apologies for absence.

2. OTHER ABSENCES

To **NOTE** any absences for which no apology has been received.

3. DECLARATIONS OF INTEREST

To **RECEIVE** any Declarations of Interest by Members.

A Member with a personal interest in a matter must consider whether it is a Disclosable Pecuniary, Non Pecuniary or Other Pecuniary Interest, and declare it accordingly. A Member who is unsure as to how to declare their interest should seek independent advice.

4. BUDGET AND PRECEPT 2020/2021 🖐

A precept is a peremptory order to a billing authority (EFDC) to pay a parish council a named sum which the billing authority draws up by 31st January for the following financial year.

The parish council, in calculating its precept, must as far as possible secure that it will suffice for four classes of items, namely:

- Next year's expenditure, including an allowance for contingencies
- Outstanding expenditure incurred in previous years
- Expenditure likely to be incurred before the precepted sum becomes available
- Payments to capital fund, or renewal and repairs fund

The budget paperwork attached to the agenda consists of the following:

WHITE PAPER	Income and Expenditure. This gives a picture of Income and Expenditure for the current year (2019/2020), and a suggested budget figure for 2020/2021.
--------------------	---

Meeting: FINANCE & GENERAL PURPOSES COMMITTEE

CREAM	Earmarked Reserves - current year Provides a breakdown current Earmarked Reserves as at 10 th December 2019, and estimated final Earmarked Reserve figures as at 31st March 2020
GREEN	Additional Items for Budget Summary of Additional items for consideration for 2020/2021 budget, together with any associated paperwork available at the time of printing the agenda
YELLOW	Final Summary sheet Summarises the expected income and expenditure and provides figures regarding percentage increase/decrease options for the precept for the next year. Gives details of how this would increase / decrease the precept together with the effect on households and the electorate.

In order to ensure enough time is available to discuss all areas of the budget, **Members are kindly asked to spend some time prior to the meeting perusing these figures, identifying any areas they wish to discuss in further detail or which require clarification.** Members are advised to contact the Principal Finance Officer (PFO) **prior to the meeting** if they require clarification on any matter, or if they identify any errors or omissions. Councillors should also note that attached as part of the WHITE papers is a document entitled 'Reference and Supporting Statements'. These statements can be referenced to the relevant letters / numbers on the WHITE income and expenditure sheets as shown in the example below, and may offer an explanation to councillors queries:

2020/2021 budget paperw		Page 1					
Previous year -v- Current		Year -v- next year					
		2019/2020				2020/2021	NOTES
		Budget	Actual	Due	Exp Final	BUDGET	
Income							
1082	Donations Received	£ -	£ -	£ -	-	0	
1084	Sponsorship	£ -	£ -	£ -	-	0	
1178	Grants Received - Other	£ -	£ 50,500	£ -	50,500	0	v
Total Income		-	50,500	-	50,500	0	
Expenditure							
4019	Hospitality / Chairmans allowance	£ 150	£ 7	£ -	7	150	w
4020	Misc. Expenses	£ 3,500	£ 1,038	£ -	1,038	3,500	z
4035	Newsletter	£ 1,000	£ 847	£ 300	1,147	2,000	y
4037	Grounds Maintenance	£ 450	£ 257	£ 79	336	400	z

It is emphasised that expected figures are 'estimate' final income and expenditure figures and should be used as a guide when deciding the budget/precept figures for 2020/2021.

Some additional information for Members is as follows:

- The expected total income for the current financial year shows an increase in receipts over what was budgeted for of approximately £32,815. The reason for this is that the £20,087 grant funding awarded via the ECC CIF fund was actually received in the previous financial year (2018/2019), and as such this would mean a reduction in the receipts received of £20,087 versus the budget, however an additional £50,000 was received from EFDC as a result of the HMRC Lorry Park on the Airfield, and as such this now means the total income is expected to be £32,815 more than budgeted for.

Meeting: FINANCE & GENERAL PURPOSES COMMITTEE

- The expected total expenditure for 2019/2020 shows a probable overspend of approximately £13,635, the main reasons for this are explained below:
 - £4,624 additional costing for Allotments due the leak located on North Weald WFG allotments. However, the Clerk is liaising with EFDC regarding these costs, as they are believed to be the fault of the Contractors who completed the building of new houses just off Queens Road.
 - £7,939 cost to replace the sinks in the ladies toilets, the urinals in the men's toilets, and the redecorating of the Parish Hall. The redecorating costs came out of Earmarked reserves and were agreed at the 2019/2020 budget and precept meeting however will still show as an overspend versus what was budgeted for.
 - Overspend on cost to purchase container for storage at back of Parish Hall.

Earmarked Reserves

Earmarked reserves, which are set aside for specific purposes and for savings for future projects, should be realistic and approved by the council. However, the amount of general reserves should be risk assessed annually and also approved by the council. It is recognised general good practice that the minimum level of General Reserves a Parish Council should hold is between 25%-100% of the precept. Larger councils would be nearer the 25% end. The current predicted figures for 31st March 2020 show that the level of General Reserves (i.e. those reserves that have not been placed into an earmarked fund) is expected to be around 15% of the precept. Technically this would be too low, however the Parish Council has an exceptionally high level of Earmarked Reserve, greater than 100% of the precept. Council will be asked to **CONSIDER** if there are any items on the EMR that should be moved into the General Reserve Fund.

Capping Consultation

At this stage, the Parish Council staff have not been notified of any cap imposed on the setting of the precept for Town and Parish Councils.

Office Relocation

At the 2019/2020 Budget and Precept meeting, funds were precepted for due to the uncertainties about the future of the Library in North Weald. Cllr Finch, Leader of Essex County Council, has now publicly stated that no library will close for the next five years. As such, any funds previously precepted for will be placed into an earmarked reserve, and it is not anticipated that any further funds to ensure the security of the Parish Office, or to fund a library service, will be necessary at this time.

Security

Councillors are asked to **NOTE** that the cost to provide security when required is £18/hour, with a minimum of two officers in attendance, and a minimum amount payable.

The District Council has asked to be notified of the Precept request by **31st January 2020** and Members are therefore asked to **CONSIDER** the proposed 2020/2021 precept figures and **AGREE** a recommended precept figure to be put forward to full council in January 2020 for ratification. This precept figure will include any agreed additional items.