HEYSHOTT PARISH COUNCIL
FINANCE & GENERAL PURPOSES BUDGET 21/22 WORK PARTY MEETING NOTES

Held on Tuesday 15 December 2020

Simon Laking (Chairman), Bridget Adler, Jane Constanduros, David Jamieson, Fiona Mackay, Anthea Philip and the Clerk/RFO attended the meeting.

AGENDA & NOTES for meeting:
When referring to expenditure all figures will be **VAT exclusive**.

EXPENDITURE

A ADMINISTRATION

A01 Clerk's salary:
20/21 £866: Clerk 5 months 2 hours per week SCP22 @ £14.10 per hour £609; K Bennett £257
21/22 £1,461 Clerk 2 hours per week + estimated 0.00% 2021 national pay award
NB Holiday hours including bank holidays at 2 hours a week are 11.2 per annum

A02 Office expenses – includes payroll, petty cash, printer cartridges, paper, Clerk's allowances.
20/21 £283: The Tall Dog payroll £153, hard drive £50, petty cash £15, printer cartridges and paper£30, Clerk's allowance £15.
21/22 £340: The Tall Dog payroll £220, petty cash £30, printer cartridges and paper £60, Clerk's allowance £30
The Clerk's allowance for use of office, computer, printer, telephone: notional £10 pa (subject to review if necessary) and travel allowance fuel only Minsted/Heyshott 12 miles at notional £20 pa
Book for minutes: Anthea Philip was currently sticking the minutes into a hard back book. When the book is filled the Clerk suggested that the minutes for every 4 or 8 years could be bound into books. She was asked to get an estimate of how much this would cost. **Action: Clerk**

A03 Councillors' expenses
20/21 £49 Gifts etc.
21/22 £100 Wine for APM, gifts etc.

A04 Insurance
20/21 £239
21/22 £239 estimate

A05 Audit fee and Internal Audit
20/21 £220 estimate
21/22 £225 estimate

A06 Miscellaneous charges Bank charges, Data Protection
20/21 £5 estimate bank charges
21/22 £40 DPA registration £35pa; estimate bank charges £5
Resolution required for DPA registration recommended by SSALC

A07 Training
20/21 £60 SSALC
21/22 £200
It was doubtful if SSALC training would be resumed soon. The Clerk suggested that each Councillor should be provided the Good Councillors Guide booklet and would find out the cost if available. **Action: Clerk**

A08 Website and emails, publicity
20/21 £192 Hosting website £130, Clerk's email set-up £30, admin & storage £31.50 (7 months)
21/22 £184 Hosting website £130, Clerk's email admin and storage £54.
Decision on whether all councillors should use the @heyshott.org.uk email address + £60 for set up and £60 pa admin, but that would include Clerk so effectively extra £30 set-up and £30 pa admin. No charges for changing addresses if someone leaves HPC a new person becomes a member. Storage for 100mb would cost

£12 each pa ie £84 pa.
The Chairman felt this was too expensive and he would look for an alternative solution. It was important that HPC emails were not mixed with personal, so it was not quite straightforward. **Action: Chairman**

A09 Election

20/21 £0
21/22 £0

B CONTRIBUTIONS, SUBSCRIPTIONS & GRANTS

B01 Heyshott Parish Magazine

20/21 £195 Less issues due to Coronavirus
21/22 £260
NB At some point in the future HPC may have to pay double for the magazine

B02 Subs to SALC and **Local Councils Review**

20/21 £91
21/22 £95 estimate

B0 3 Grants:

20/21 £950 Church, Cobden Club, Bonfire, Midhurst Community Bus, Citizens Advice Bureau and Macmillan Midhurst
21/22 £950
The Clerk would check to see what had been paid previously. **Action: Clerk** (see Budget for list)

C OPEN SPACES

C01 Play equipment annual inspection

20/21 £72
21/22 £75 estimate

C02 Play equipment/tractor/fencing/ maintenance

19/20 £1,703
20/21 £73
21/22 £600 estimate for Slide refurbishment, Tractor servicing, tree removal £300

C03 Lane from church to Pub grass cutting/clearance

20/21 £274
21/22 £350 estimate
HPC had probably not paid the minimum wage for the work and the cost per hour needed to be more.

C04 Cricket Ground grass cutting

20/21 £544
21/22 £560 estimate

C05 Pavilion rent/maintenance

20/21 £24 Rent £10; paint for pavilion shutters £14
21/22 £10 Rent
A review of the rent was pending.

C06 Pond clearance

20/21 £0
21/22 £300

C07 Heyshott Common mowing/clearance

20/21 £600 ACS
21/22 £1,200 estimate
The common ground should be mown twice and it could be possible to sell the hay which would mean cuts in May and September.

C08 Parish clearance/ditches/tree surgery etc.

20/21 £1,527 Parish ditches £1,420; tree surgery £50 estimate

21/22 £1,000 estimate for dealing with flooding at Hoyle

C10 Bus shelter maintenance

20/21 £0

21/22 £400

It was some time since the bus shelter had been built and it might need attention.

C11 General maintenance and repairs seats, notice boards, signs etc.

20/21 £320 Sign board renovations £80; Pond seat renovation £260

21/22 £200

C12 Litter bins/grit bin

20/21 £0

21/22 £0

D CAPITAL PROJECTS

20/21 £0

21/22 £2,000 estimate for playground fencing

David Jamieson would look at the fence first to see what was needed. Quotes would then be organised.

Action: DJ

The Clerk would find out if grants were available. **Action: Clerk**

Ideas for projects included renovating of the cricket pavilion so it could be used. However, it would need to have electricity and water and the roof mended. Cowdray Estate would have to be approached.

Renovating the cricket pitch after the badger damage was deemed impractical, especially as no cricket would be played there. Even the current mowing was expensive and would need to be justified.

A sound system in the Cobden Hall was a matter for the Hall – halls could get grants for this project.

A tennis court would have to be a long-term project.

Planting more trees would be undertaken.

A festival for the end of the pandemic crisis – a party was already being organised by the Cobden Club. The Clerk pointed out that 2022 would be the Queen's 70th Jubilee which would be a good occasion for a celebration.

Suggestions would have to be put to parishioners at a Parish Meeting.

E CONTINGENCIES (can be 10% of Precept)

21/22 £0

<u>RECEIPTS</u>

H NATWEST INTEREST

20/21 Estimate £1

21/22 Estimate £0

J PRECEPT

20/21 £5,250 (Band D = £32.13)

21/22 £5,250 (Band D = £32.13)

The Clerk advised that the precept had not been changed for 5 years and although there were enough reserves now to pay for the expenditure, it should be considered making small incremental increases in the precept to get it more in line with the expenditure. She pointed out that a mere £250 rise in the precept would be above inflation at 4.8% (Band D £33.66, + £1.53 pa per household). The Chairman felt that it was not a good time to raise the Precept and the Council agreed.

K CIL PAYMENTS

20/21 £0

21/22

L GRANTS/GIFTS/MISCELLANEOUS

19/20 £900 Playground A/c
20/21 £136 Refund for training £36, closure of Heyshott Community Playground Acount £100
21/22

M GRANTS FOR SPECIAL PROJECTS

20/21 £0
21/22 £0

Ideas for projects included renovating of the cricket pavilion so it could be used. However, it would need to have electricity and water and the roof mended before it was usable. Cowdray Estate would have to be approached.

Renovating the cricket pitch after the badger damage was deemed impractical, especially as no cricket would be played there. Even the current mowing was expensive and would need to be justified.

A tennis court would have to be a very long-term project.

N SECTION 137 Subject to certain formalities up to £8.32 (20/21) per elector can be raised for any purpose (not covered by authorised expenditure) which the council believes will be of benefit to the Parish.

VAT repayments are reclaimed via an online form which cannot be accessed until after the end of each month. Therefore, VAT repayments claimed at the end of the financial year 31 March are not paid into our account until April the following financial year.

RESERVES: Reserves includes money for elections, emergencies and building up funds for projects.

J Crawford, Clerk and RFO
12/2020

Actions

Chairman: A08 Emails. Find most suitable option.

DJ : D Capital project: Fencing the playground – DJ would assess the fence in the first instance.

Clerk: A02 Office expenses. Cost of binding the Minutes into a book.
A07 Training: Find out if there is still a Good Councillors Guide booklet and cost. £35inc postage
B03 Grants: Investigate previous grants given by HPC.
D Capital projects: Find out if grants available for fencing Playground. Unlikely at CDC because HPC would need to declare reserves.