

# Grimoldby and Manby Parish Council

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## To the Members of the Finance Committee of Grimoldby and Manby Parish Council:

You are hereby summoned to attend a meeting of the Finance Committee of Grimoldby and Manby Parish Council, which will be held on Wednesday 10<sup>th</sup> November 2021 at the **Pavilion**, Gibson Way, Manby from **8.00pm**. The business to be dealt with at the meeting is listed in the agenda below.

Please note that the meeting will begin at 8.00pm UNLESS any public are present in which case there will be a public forum when members of the public may ask questions or make short statements to the Committee.

Any public wishing to speak, on an agenda item or "sit in" on the meeting please contact the Clerk, using the email address below, in advance to discuss attendance arrangements. If possible, please provide written representation rather than attending in person.

Members of the public should note that they will not be allowed to speak during the formal meeting.



**Mrs. L.M. Phillips**

**Clerk**

Dated this 4<sup>th</sup> Day of November 2021

## **Safety Precautions due to COVID-19:**

Measures will be implemented as appropriate according to relevant government guidance and Grimoldby and Manby Parish Council will continue to take the following precautionary measures to uphold its legal responsibility to protect its officers, elected members and others from risk to their health and safety. As a minimum these will include • socially distanced seating, • no tables and asking that attendees: • please do not touch items other than their own, • please bring their own pen and paper, • please take their own items/rubbish home with them, • please bring their own drink, • please do not come to the meeting if they have any symptoms or have been in contact with someone who is sick. •please inform the Clerk as far in advance of the meeting as possible if you will not be able to attend. • please note hand sanitising and the use of masks will also be encouraged.

## **AGENDA**

**(Chairman: Cllr. Mrs. D. Copeland)**

1. **Apologies for Absence**  
To receive and accept apologies where valid reasons for absence have been given to the Clerk prior to the meeting.
2. **Chairman's Remarks**
3. **Declarations of Interest / Dispensations**  
To receive declarations of interest in accordance with the Localism Act, 2011 – these being **any** interest in agenda items not previously recorded on Members' Register of Interests. Council to consider granting dispensation(s), as per written requests received by the proper officer to councillors under section 22 of the Localism Act.
4. **Minutes**  
To approve as a correct record the Minutes of the Finance Committee Meeting held on 4<sup>th</sup> November 2020 and authorise the Chairman to sign the official minutes. (Attached).
5. **Budget 2022/23**  
Committee to discuss draft 2022/23 budget; and finalise figures to be recommended to Council on 17<sup>th</sup> November 2021. (Supporting papers attached).

**MINUTES OF THE MEETING OF THE FINANCE COMMITTEE OF  
GRIMOLDBY AND MANBY PARISH COUNCIL  
HELD BY TELEPHONE CONFERENCE  
ON WEDNESDAY 4<sup>th</sup> NOVEMBER 2020**

**Present** Councillor Mrs. D. Copeland (DC) (in the chair)

**Councillors:** T. Knowles (TK), Mrs. E. Billings (EB)

**Councillors not present:** C. Fairburn (CF),

The Clerk, Mrs. L.M. Phillips was also present.

**1. Apologies for Absence**

Apologies for absence were received from Cllr. CF.

**2. Chairman's Remarks**

The Chairman thanked the RFO for her work on the budget.

**3. Declarations of Interest / Dispensations**

No declarations of interest were received.

**4. Budget 2020/21**

The Committee examined and discussed the supporting papers and noted the current year spend and projections. Cllr. TK reminded Cllrs. that ELDC were expected to transfer ownership of the playpark and tennis courts to the Council in the next year and might also consider other transfers. The Committee discussed other costs which might be forthcoming and other projects that the Council might become involved in. It was **RESOLVED** to recommend to Council that the precept be decreased by £2,933.53 to the amount of £25,079.83 broken down as follows:

| <b>Draft Budget 2021/22</b>  |                                        |                                                            |
|------------------------------|----------------------------------------|------------------------------------------------------------|
|                              | <b>Proposed<br/>Budget<br/>2021/22</b> | <b>Notes</b>                                               |
|                              | <b>£</b>                               |                                                            |
| <b>INCOME</b>                |                                        |                                                            |
| Precept                      |                                        |                                                            |
| VAT                          | 600.00                                 |                                                            |
| Bank Interest                |                                        |                                                            |
| Grasscutting cont's from LCC | 1,012.17                               | Based on amount LCC have confirmed is due in 2020/21       |
| HMRC PAYE Repayment          |                                        |                                                            |
| Grants                       |                                        |                                                            |
| Allotment rent               | 125.00                                 | Based on 5 x allotments being rented out                   |
| Pavilion Rent                |                                        |                                                            |
| Football Club rent           | -                                      | Based on waiver of original agreement re. rent until 22/23 |
| <b>Total</b>                 | <b>1,737.17</b>                        |                                                            |
| <b>EXPENDITURE</b>           |                                        |                                                            |
| Day to Day Running           |                                        |                                                            |
| Clerk's Salary               | 6,250.00                               |                                                            |
| PAYE/NIC                     | 1,300.00                               |                                                            |
| Rent (Mtgs)                  | 300.00                                 |                                                            |
| Play Park                    | 2,000.00                               | Vire £4,000 to EMR Play Park before year end               |

|                                                    |                  |                                                                                  |
|----------------------------------------------------|------------------|----------------------------------------------------------------------------------|
| Tennis Courts                                      | 500.00           |                                                                                  |
| Grasscutting/maintenance of right of way footpaths | 850.00           |                                                                                  |
| Seats                                              | 180.00           |                                                                                  |
| Bus Shelters                                       | 60.00            |                                                                                  |
| Subscriptions                                      | 600.00           |                                                                                  |
| Grants                                             | 800.00           |                                                                                  |
| Publications and Training                          | 300.00           |                                                                                  |
| Insurance                                          | 1,600.00         |                                                                                  |
| Audit                                              | 240.00           |                                                                                  |
| Wreaths                                            | 37.00            |                                                                                  |
| Speed Sign                                         | -                |                                                                                  |
| Shrub/hedge/noticeboard etc Maintenance in G&M     | 500.00           |                                                                                  |
| Defibrillator                                      | -                |                                                                                  |
| Elections                                          | -                |                                                                                  |
| Allotments/Football Field/Pavilion                 | 3,000.00         | Vire £1,500 to EMR Play Park before year end                                     |
| Amenity Grasscutting                               | 1,600.00         |                                                                                  |
| General Reserve                                    | -                |                                                                                  |
| VAT                                                | -                |                                                                                  |
| ELDC Grant for Community Pub Steering Group        | -                |                                                                                  |
| <b>Total Day to Day Running</b>                    | <b>20,117.00</b> |                                                                                  |
|                                                    |                  |                                                                                  |
| <b>EARMARKED RESERVES</b>                          |                  |                                                                                  |
| EMR War Memorial                                   | -                |                                                                                  |
| EMR Specialist .gov email addresses/IT             | 50.00            | C/f balance at year end to make £450                                             |
| EMR Speed Sign                                     | 50.00            | C/f balance at year end to make £150                                             |
| EMR Play Park                                      | -                | £4,000 to be vired here from day to day to make balance £4,500                   |
| EMR Elections                                      | -                |                                                                                  |
| EMR Audit                                          | -                |                                                                                  |
| EMR Allotment/Football Field/Pavilion              | 1,000.00         | C/f balance at year end + £1,500 from day to day to make balance of £4,500       |
| EMR Defibrillator                                  | 100.00           | Sinking fund for replacement. C/f balance at year end to make £500               |
| EMR Tennis Courts                                  | 1,000.00         | Sinking fund for maintenance/resurfacing. C/f balance at year end to make £2,000 |
| EMR Grasscutting (verges and Bulldog Crescent)     | -                |                                                                                  |
| EMR Streetlights                                   | -                |                                                                                  |
| EMR Contingency                                    | 500.00           | C/f balance at year end to make £1,000 if nothing spent in 20/21                 |
| EMR Noticeboards                                   | 1,500.00         | C/f balance at year end to make £3,000 if nothing spent in 20/21                 |
| EMR Filing Cabinets                                | -                | C/f balance at year end to make £350                                             |
| EMR Future Commitments                             | 1,000.00         | C/f balance at year end to make £4,000                                           |
| EMR Community Projects                             | 1,000.00         | C/f balance at year end to make £2,000                                           |
| EMR Green Projects                                 | 500.00           |                                                                                  |
| <b>Total Earmarked Reserves</b>                    | <b>6,700.00</b>  |                                                                                  |
|                                                    |                  |                                                                                  |
| Expenditure Total                                  | 26,817.00        |                                                                                  |

|                                                                  |           |  |
|------------------------------------------------------------------|-----------|--|
|                                                                  |           |  |
| Precept (expenditure minus income)                               | 25,079.83 |  |
|                                                                  |           |  |
| 20/21 Cost per band d property (based on 20/21 tax base)         | 46.68     |  |
| 21/22 Cost per band d property (based on 20/21 tax base)         | 41.79     |  |
| 21/22 Change in band d (based on 20/21 tax base)                 | (4.89)    |  |
| 21/22 Monthly cost per band d property (based on 20/21 tax base) | 3.48      |  |
| 21/22 weekly cost per band d property (based on 20/21 tax base)  | 0.80      |  |
| 21/22 % increase (based on 20/21 tax base)                       | -10.48%   |  |

**5. Minutes**

The Committee noted that the draft notes of the Finance Committee meeting would be presented to full Council on 18<sup>th</sup> November 2020.

The meeting closed at 7.09pm.

Signed \_\_\_\_\_ (Chairman)

Dated \_\_\_\_\_

## Draft Budget 2022/23

|                                                                  | 2020/21<br>Actual Spend | 21/22 Actual<br>Spend to end<br>Month 6 | 21/22 Total<br>Projected<br>Spend | 22/23 Draft<br>Budget | Notes                                                          |
|------------------------------------------------------------------|-------------------------|-----------------------------------------|-----------------------------------|-----------------------|----------------------------------------------------------------|
|                                                                  | £                       | £                                       | £                                 | £                     |                                                                |
| Opening Balance                                                  |                         |                                         |                                   |                       |                                                                |
| <b>INCOME</b>                                                    |                         |                                         |                                   |                       |                                                                |
| Precept                                                          | 28,013.36               | 25,079.83                               | 25,079.83                         |                       |                                                                |
| VAT                                                              | -                       | -                                       | 600.00                            | 600.00                |                                                                |
| Bank Interest                                                    | -                       | -                                       | -                                 | -                     |                                                                |
| Grasscutting cont's from LCC                                     | -                       | 1,012.17                                | 1,012.17                          | 1,012.17              |                                                                |
| HMRC PAYE Repayment                                              | 88.20                   | -                                       | -                                 | -                     |                                                                |
| Grants                                                           | -                       | -                                       | -                                 | -                     |                                                                |
| Allotment rent                                                   | 122.49                  | 191.24                                  | 125.00                            | 250.00                | £25 pa x 10                                                    |
| Pavilion Rent                                                    | -                       | -                                       | -                                 | 700.00                | £7 ph x 2 x 50 weeks                                           |
| Football Club rent                                               | -                       | -                                       | -                                 | 250.00                | As agreed                                                      |
| <b>Total</b>                                                     | <b>28,224.05</b>        | <b>26,283.24</b>                        | <b>26,817.00</b>                  | <b>2,812.17</b>       |                                                                |
| <b>EXPENDITURE</b>                                               |                         |                                         |                                   |                       |                                                                |
| Day to Day Running                                               |                         |                                         |                                   |                       |                                                                |
| Clerk's Salary                                                   | 4,149.88                | 2,118.28                                | 4,300.00                          | 6,250.00              | Allows for increase in hours or overtime and/or uplift         |
| PAYE/NIC                                                         | 1,036.80                | 529.40                                  | 1,100.00                          | 1,500.00              | Allows for above and possible inclusion in pension scheme      |
| Rent (Mtgs)                                                      | 50.00                   | 22.00                                   | 176.00                            | 308.00                | Allows for 14 mtgs at £22 each                                 |
| Play Park                                                        | 839.16                  | -                                       | 2,000.00                          | 2,000.00              |                                                                |
| Tennis Courts                                                    | 199.00                  | 190.00                                  | 500.00                            | 500.00                |                                                                |
| Grasscutting/maintenance of right of way footpaths               | 838.00                  | 530.00                                  | 850.00                            | 1,000.00              |                                                                |
| Seats                                                            | 170.00                  | -                                       | 180.00                            | 200.00                |                                                                |
| Bus Shelters                                                     | 50.00                   | 20.00                                   | 60.00                             | 80.00                 |                                                                |
| Subscriptions                                                    | 525.00                  | 416.88                                  | 600.00                            | 650.00                |                                                                |
| Grants                                                           | 200.00                  | -                                       | 800.00                            | 600.00                | Allows for 3 grants of £200 each                               |
| Publications and Training                                        | -                       | -                                       | 300.00                            | 300.00                |                                                                |
| Insurance                                                        | 1,442.95                | 1,484.74                                | 1,484.74                          | 1,650.00              | Allows for possible increase due to tax and addition of assets |
| Audit                                                            | 240.00                  | 40.00                                   | 240.00                            | 240.00                |                                                                |
| Wreaths                                                          | -                       | -                                       | 37.00                             | 37.00                 |                                                                |
| Speed Sign                                                       | -                       | -                                       | -                                 | -                     |                                                                |
| Shrub/hedge/noticeboard etc Maintenance in G&M                   | 160.00                  | 125.00                                  | 500.00                            | 500.00                |                                                                |
| Defibrillator                                                    | -                       | -                                       | -                                 | -                     |                                                                |
| Elections                                                        | -                       | -                                       | -                                 | -                     |                                                                |
| Allotments/Football Field/Pavilion                               | 150.50                  | 571.32                                  | 3,000.00                          | 3,000.00              |                                                                |
| Amenity Grasscutting                                             | 756.00                  | 419.00                                  | 1,500.00                          | 1,200.00              |                                                                |
| General Reserve                                                  | -                       | 88.20                                   | 88.20                             | -                     |                                                                |
| VAT                                                              | 345.28                  | 141.50                                  | 350.00                            | -                     |                                                                |
| <b>Total Day to Day Running</b>                                  | <b>11,152.57</b>        | <b>6,696.32</b>                         | <b>18,065.94</b>                  | <b>20,015.00</b>      |                                                                |
| <b>EARMARKED RESERVES</b>                                        |                         |                                         |                                   |                       |                                                                |
| EMR War Memorial                                                 |                         | -                                       | -                                 | -                     |                                                                |
| EMR Specialist .gov email addresses/IT                           |                         | -                                       | -                                 | 550.00                | = Balance at end 2021/22 + 550                                 |
| EMR Speed Sign                                                   |                         | -                                       | -                                 | 1,000.00              | = Balance at end 2021/22 + 1000                                |
| EMR Play Park                                                    |                         | -                                       | -                                 | 500.00                | = Balance at end 2021/22 + 500                                 |
| EMR Elections                                                    |                         | -                                       | -                                 | 2,000.00              | = Balance at end 2021/22 + 2000                                |
| EMR Audit                                                        |                         | -                                       | -                                 | 100.00                | = Balance at end 2021/22 + 100                                 |
| EMR Allotment/Football Field/Pavilion                            |                         | -                                       | -                                 | 500.00                | = Balance at end 2021/22 + 500                                 |
| EMR Defibrillator                                                |                         | -                                       | -                                 | 100.00                | = Balance at end 2021/22 + 100                                 |
| EMR Tennis Courts                                                |                         | -                                       | -                                 | 1,000.00              | = Balance at end 2021/22 + 1000                                |
| EMR Grasscutting (verges and Bulldog Crescent)                   |                         | -                                       | -                                 | -                     |                                                                |
| EMR Streetlights                                                 |                         | -                                       | -                                 | -                     |                                                                |
| EMR Contingency                                                  |                         | -                                       | -                                 | 1,000.00              | = Balance at end 2021/22 + 1000                                |
| EMR Noticeboards                                                 |                         | -                                       | 1,790.00                          | 700.00                | = Balance at end 2021/22 + 700                                 |
| EMR Filing Cabinets/Office Equipment                             |                         | -                                       | -                                 | 150.00                | = Balance at end 2021/22 + 150                                 |
| EMR Future Commitments                                           |                         | -                                       | -                                 | -                     | = Balance at end 2021/22                                       |
| EMR Community Projects                                           |                         | -                                       | -                                 | -                     | = Balance at end 2021/22                                       |
| EMR Green Projects                                               | 102.66                  | -                                       | -                                 | -                     | = Balance at end 2021/22                                       |
| <b>Total Earmarked Reserves</b>                                  |                         |                                         |                                   | <b>7,600.00</b>       |                                                                |
| <b>Expenditure Total</b>                                         |                         |                                         |                                   | <b>27,615.00</b>      |                                                                |
| <b>Precept (expenditure minus income)</b>                        |                         |                                         |                                   | <b>24,802.83</b>      |                                                                |
| 21/22 Cost per band d property (based on 21/22 tax base)         |                         |                                         |                                   | 41.11                 |                                                                |
| 22/23 Cost per band d property (based on 21/22 tax base)         |                         |                                         |                                   | 40.66                 |                                                                |
| 22/23 Change in band d (based on 21/22 tax base)                 |                         |                                         |                                   | (0.45)                |                                                                |
| 22/23 Monthly cost per band d property (based on 21/22 tax base) |                         |                                         |                                   | 3.39                  |                                                                |
| 22/23 weekly cost per band d property (based on 21/22 tax base)  |                         |                                         |                                   | 0.78                  |                                                                |
| 22/23 % increase (based on 21/22 tax base)                       |                         |                                         |                                   | -1%                   |                                                                |