

MINSTER PARISH COUNCIL



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Clerk to the Council: Kyla Lamb - MAAT

POLICY & FINANCE COMMITTEE

A Meeting of the Committee will be held on Wednesday 8th January 2020 at 10am, at the Neighbourhood Centre, 4a Monkton Road Minster.

Sir or Madam,

You are hereby summoned to attend a meeting of the Policy & Finance Committee which will be held at the Library and Neighbourhood Centre, 4A Monkton Road, Minster on Wednesday 8th January 2020, at 10 am for the purpose of considering and passing such Resolution or Resolutions as may be deemed necessary or desirable with respect to the matters mentioned in the agenda.

Clerk to the Council

NOTE: Residents and members of the public are cordially invited to attend the meeting of the Council.

AGENDA

- 1. APOLOGIES**
To receive apologies for absence, if any.
- 2. MEMBERS' INTERESTS**
To register any new interests, or de-registrations, by Members as appropriate.

3. MINUTES

To approve the Minutes of the Committee meeting held on 21st May 2019 **(Appendix A)**

4. RESERVES HELD ON DEPOSIT

Members are asked to give consideration to where to place reserve funds held on deposit when they mature from the Nationwide business 1 year saver account in January 2020.

The clerk will report on the current fixed rates available.

5. FEES & CHARGES 2020/21

To consider and recommend to Council an increase in fees and charges for the year 2020/21 **(draft schedule attached Appendix B)**. The proposed increases for the cemetery show those proposed by Thanet District Council.

6. BUDGET PROCESS 2020/21

- (i) To consider recommending a pay increase for the staff and a 3 point increment increase to the revised SLCC pay scale for the Assistant Clerk. These increases, if approved, are to be included within the draft budget.
- (ii) To discuss and agree the draft budget figures and precept for submission to Council for approval at its meeting on 14th January 2020. **(Appendix C)**

Kyla Lamb
Clerk and RFO to the Council

30th December 2019

**MINSTER PARISH COUNCIL
POLICY & FINANCE COMMITTEE**

**Minutes of the Committee meeting held on Tuesday 21st May 2019
in the Neighbourhood Centre, 4a Monkton Road, Minster at 6.15pm.**

Present: Councillors Day, Mrs. Gimes (Ex-Officio), Crow-Brown, Dr. Jones, Quittenden and Taylor.

In Attendance: Kyla Lamb (Clerk/RFO)

24. APOLOGIES

No apologies were received. All Committee members were present.

25. ELECTION OF CHAIRMAN

RESOLVED: That Councillor Quittenden be elected Chairman of the Committee for the year 2019/20.

Councillor Quittenden in the Chair

26. APPOINTMENT OF VICE CHAIRMAN

RESOLVED: That Councillor Danny Day be appointed Vice Chairman of the committee for the year 2019/20.

27. MEMBERS' INTERESTS

No declarations of interest, or deregistration, were made.

28. MINUTES

RESOLVED: that the minutes of the meeting held on 2nd January 2019 be approved and signed by the Chairman.

29. ACCOUNTS TO 31ST MARCH 2019

The Clerk submitted documentation for the following :-
Accounts to 31 March 2019

RESOLVED: that the accounts to 31st March 2019 be accepted.

30. ALLOCATION OF RESERVES 31ST MARCH 2019

Members considered the allocation of reserves submitted by the Clerk and
RESOLVED that the reserves allocation be approved.

31. REVIEW OF THE ANNUAL RISK MANAGEMENT STATEMENT

Members **AGREED** the updated Annual Risk Management statement for the forthcoming year be approved and signed by the Chairman.

32. **REVIEW OF THE SYSTEM OF INTERNAL CONTROL**
Members considered the Statement of internal Control and
RECOMMENDED: to Council that the document be approved and the Chairman and Clerk sign the Statement on behalf of the Council.
33. **APPROVAL OF ANNUAL GOVERNANCE STATEMENT 2018-19**
Members considered The Annual Governance statement for 2018-19.
RECOMMENDED: to Council that the Annual Governance Statement be approved and that the Chairman and Clerk sign and date the Statement on behalf of the Council.
34. **APPROVAL OF ACCOUNTING STATEMENTS FOR 2018-19**
Members considered the Accounting Statements and supporting documents as provided by the Clerk Responsible Financial Officer who had prior to the meeting signed and dated Section 2 of the AGAR for 2018-19.
RECOMMENDED: to Council that the Accounting Statements and supporting documents be approved and signed and dated by the Chairman on behalf of the Council.
35. **REVIEW OF FIXED ASSET REGISTER**
Members **AGREED** that the fixed asset register be accepted.
36. **ALL WEATHER PITCH INCOME AND EXPENDITURE**

The Clerk has updated a summary of the income and expenditure from 2008 to 2019 for the pitch. The Clerk reported that the surplus of income over expenditure this year to add to the sinking fund was £12,522 giving a total fund to date of £96,990 held in reserves.

Signed:

Chairman
Meeting closed at 6.50 P.M.

APPENDIX B**MINSTER PARISH COUNCIL
PROPOSED FEES AND CHARGES 2020/2021**

CURRENT	NEW
FROM	FROM
01/04/2019	01/04/2020

PAVILION HIRE

Pop Groups / Band Rehearsals / Meeting / Dance school- per session	£20.00	£20.00
Social Functions - per session		
(a) Monday to Thursday inc.	£35.00	£40.00
(b) Friday, Saturday, Sunday	£70.00	£80.00
(c) Setting up session	£15.00	£10.00
Weddings - per day	£200.00	£200.00
Little Explorers	£25.00	£25.00
Childs Party - 4 hours	£30.00	£40.00
Playhouse	£9.50	£9.50
Dog School 8.00 am - 2.00 pm	£80.00	£85.00

RECREATION GROUND**Football**

Grass Pitch - Adult	£58.00	£58.00
Grass Pitch - Junior	£33.00	£33.00
All Weather Pitch - Full Pitch - per hour **	£43.00	£46.00
All Weather Pitch - Half Pitch - per hour	£30.00	£31.00
All Weather Pitch - Junior Match	£33.00	£33.00

** 10% discount to Minster Teams for full pitch bookings

Cricket

Afternoon Cricket	£70.00	£70.00
Evening Cricket	£60.00	£60.00

Bowls - General Public

Per 21 Ends per person + VAT	£6.50	£6.50
Matches - 1 Rink +VAT	£17.50	£17.50
Matches - 2 Rinks +VAT	£34.50	£34.50
Matches - 3/4 Rinks +VAT	£67.00	£67.00
Matches - 5/6 Rinks +VAT	£101.00	£101.00

MINSTER CEMETERY AND GARDEN OF REST PROPOSED CHARGES 2020/2021

Minster Cemetery	CURRENT	RAMSGATE	MARGATE	PROPOSED	INCREASE
Purchase of EROB (75 yrs) Thanet resident	£900	£980	£1,060	£950	£50
Purchase of EROB (75 yrs) Non-Thanet resident	£1,800	£1,960	£2,120	£1,900	£100
Pre-purchase	£1,800			£1,900	£100
Purchase of EROB Childs Grave	£175	£175	£175	£175	£0
Interment 5"	£840	£805	£860	£850	£10
Interment 7"	£1,045	£1,009	£1,070	£1,050	£5
Interment 9"	£1,255	£1,223	£1,285	£1,250	-£5
Childs interment	£155	£0	£0	£0	-£155 ** NEW
Grave Maintenance Fee - per interment	£110	£110	£112	£110	£0
Use of Cemetery Chapel - no charge for children and Minster residents	£82	£80	£87	£85	£3
Assignment of Exclusive Right of Burial with Statutory Declaration / Living Owners (if a)	£50	£70	£70	£60	£10
Temporary Number Stone	£19	£20	£20	£20	£1
Memorial Permit Fees - Cemetery					
Headstone not exceeding 5ft in height	£210	£220	£220	£215	£5
Additional Inscriptions - for each inscription after the first	£70	£75	£75	£70	£0
Kerb Surround - Single	£275	£290	£290	£275	£0
Kerb Surround - Double	£410	£430	£430	£425	£15
Garden of Rest					
Purchase of Exclusive Right of Plot for ashes interment (75 yrs)	£450	£480	£570	£475	£25
Interment of ashes	£150	£160	£165	£155	£5
Garden Of Rest Maintenance Fee - per Interment	£50			£55	£5
Assignment of Exclusive Right of Burial with Statutory Declaration / Living Owners (if a)	£50	£70	£70	£60	£10
Memorial Permit Fees - Garden of Rest					
Headstone (not exceeding 2ft 6" high or 2ft in width on a standard plinth 24" wide and 9" deep which may incorporate a vase not exceeding 6" in height or diameter) including the first inscription.	£132	£145	£145	£140	£8
Additional Inscriptions - for each inscription after the first	£66	£68	£75	£70	£4

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Annual Budget - By Combined Account Code

		<u>Last Year</u>		<u>Current Year</u>						<u>DRAFT 2020/2021</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>Budget Income</u>												
1076	Precept	0	0	0	0	73,031	0	73,031	73,031	82,748	0	0
1090	Interest Received	0	0	0	0	1,700	0	1,700	343	2,740	0	0
1120	Agency - TDC	0	0	0	0	25,284	0	25,284	25,284	20,284	0	0
1130	Highways Grass & Shrubs	0	0	0	0	3,000	0	3,000	1,886	1,886	0	0
1200	Prepurchased Graves	0	0	0	0	0	0	0	3,600	0	0	0
1210	Burials	0	0	0	0	20,000	0	20,000	8,812	20,000	0	0
1220	Garden of Rest	0	0	0	0	7,500	0	7,500	1,450	5,000	0	0
1230	Memorials	0	0	0	0	3,000	0	3,000	1,570	3,000	0	0
1250	GOR Maintenance Fee	0	0	0	0	1,000	0	1,000	350	1,000	0	0
1260	Grave Maintenance Fee	0	0	0	0	1,500	0	1,500	1,470	1,500	0	0
1300	Football	0	0	0	0	1,300	0	1,300	1,813	2,000	0	0
1310	Cricket	0	0	0	0	2,000	0	2,000	1,610	1,700	0	0
1320	Bowls Club Rent	0	0	0	0	7,194	0	7,194	3,597	7,194	0	0
1330	Playhouse	0	0	0	0	320	0	320	67	320	0	0
1340	Bowls Ins & Groundsman	0	0	0	0	2,500	0	2,500	2,273	2,500	0	0
1380	Pre-school	0	0	0	0	2,500	0	2,500	0	4,500	0	0
1390	Pavilion Hire	0	0	0	0	4,000	0	4,000	6,777	4,500	0	0
1400	School	0	0	0	0	380	0	380	0	400	0	0
1500	AWPS Income	0	0	0	0	22,500	0	22,500	14,240	25,000	0	0
1990	Other Income	0	0	0	0	0	0	0	5,656	0	0	0
Total Income		0	0	0	0	178,709	0	178,709	153,829	186,272	0	0
<u>Overhead Expenditure</u>												

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Annual Budget - By Combined Account Code

		<u>Last Year</u>		<u>Current Year</u>						<u>DRAFT 2020/2021</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4000	Staff Salary	0	0	0	0	107,048	0	107,048	57,542	110,384	0	0
4030	PAYE and NI	0	0	0	0	0	0	0	8,847	0	0	0
4050	Staff Mileage & Benefits	0	0	0	0	200	0	200	0	200	0	0
4080	Training	0	0	0	0	500	0	500	60	500	0	0
4190	Bank Charges	0	0	0	0	0	0	0	155	250	0	0
4200	Audit Fees	0	0	0	0	1,075	0	1,075	-450	1,250	0	0
4210	Professional Fees	0	0	0	0	0	0	0	124	0	0	0
4220	Subscriptions & Memberships	0	0	0	0	1,340	0	1,340	1,486	2,890	0	0
4230	Insurance	0	0	0	0	3,805	0	3,805	4,259	2,966	0	0
4240	Other Office Expenditure	0	0	0	0	1,200	0	1,200	1,747	1,200	0	0
4250	Postage, Printing etc	0	0	0	0	700	0	700	284	700	0	0
4260	Telephone & Broadband	0	0	0	0	1,580	0	1,580	1,140	2,000	0	0
4290	Utilities	0	0	0	0	3,100	0	3,100	1,167	4,300	0	0
4300	Hall Hire	0	0	0	0	100	0	100	0	100	0	0
4310	Office Equipment	0	0	0	0	200	0	200	0	200	0	0
4320	Business Rates	0	0	0	0	1,296	0	1,296	0	5,767	0	0
4350	Chairman's Allowance	0	0	0	0	350	0	350	0	350	0	0
4360	Ceremonial/Councilor Expenses	0	0	0	0	200	0	200	147	200	0	0
4370	Section 137 Expenditure	0	0	0	0	1,000	0	1,000	0	1,000	0	0
4380	CCTV Maintenance & Running	0	0	0	0	2,674	0	2,674	3,951	3,400	0	0
4390	Twinning Association	0	0	0	0	500	0	500	500	500	0	0
4400	Carnival Court-Insurance/Costs	0	0	0	0	500	0	500	500	500	0	0
4410	Annual Fireworks Display	0	0	0	0	2,000	0	2,000	2,000	2,000	0	0
4420	Neighbourhood Centre Rent	0	0	0	0	1,050	0	1,050	-7,000	2,796	0	0

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Annual Budget - By Combined Account Code

		<u>Last Year</u>		<u>Current Year</u>						<u>DRAFT 2020/2021</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4430	Christmas tree & Lights	0	0	0	0	250	0	250	0	350	0	0
4440	Planning/Solicitors Costs	0	0	0	0	1,000	0	1,000	0	1,000	0	0
4450	Mower	0	0	0	0	300	0	300	986	0	0	0
4460	Machinery Maintenance	0	0	0	0	650	0	650	458	750	0	0
4470	Machinery	0	0	0	0	850	0	850	434	850	0	0
4480	Fuel	0	0	0	0	700	0	700	699	0	0	0
4490	Ground/Building Maintenance	0	0	0	0	1,500	0	1,500	1,535	1,000	0	0
4500	Van Expenses	0	0	0	0	2,350	0	2,350	946	1,500	0	0
4510	Contractor	0	0	0	0	2,000	0	2,000	0	1,000	0	0
4570	Cricket Costs	0	0	0	0	1,200	0	1,200	439	850	0	0
4580	Materials, Seeds etc	0	0	0	0	200	0	200	475	475	0	0
4590	Debt Chgs-Pavilion/Bowls Green	0	0	0	0	7,194	0	7,194	3,597	7,194	0	0
4600	Football Expenses	0	0	0	0	300	0	300	63	300	0	0
4610	Maintenance/PAT Testing	0	0	0	0	500	0	500	75	0	0	0
4620	Open spaces Area	0	0	0	0	2,000	0	2,000	350	0	0	0
4630	Signs	0	0	0	0	250	0	250	34	250	0	0
4640	Skatepark Expenses	0	0	0	0	300	0	300	498	500	0	0
4650	Pavilion Maintenance	0	0	0	0	2,000	0	2,000	2,155	1,500	0	0
4660	Old Play Area Improvments	0	0	0	0	250	0	250	0	0	0	0
4670	Bowls Club Ins & Costs	0	0	0	0	400	0	400	393	393	0	0
4680	AWPS Maintenance	0	0	0	0	14,500	0	14,500	6,865	14,250	0	0
4720	Improvements	0	0	0	0	500	0	500	578	500	0	0
4730	Running Expenses/Repairs	0	0	0	0	8,720	0	8,720	2,017	9,608	0	0
4750	Toilet Cleaning & Consumables	0	0	0	0	0	0	0	50	400	0	0

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Annual Budget - By Combined Account Code

		<u>Last Year</u>		<u>Current Year</u>						<u>DRAFT 2020/2021</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4760	Insurance Replacement Equip	0	0	0	0	0	0	0	3,854	0	0	0
4990	Sundries	0	0	0	0	350	0	350	109	150	0	0
	Overhead Expenditure	0	0	0	0	178,682	0	178,682	103,069	186,272	0	0
	Total Budget Income	0	0	0	0	178,709	0	178,709	153,829	186,272	0	0
	Expenditure	0	0	0	0	178,682	0	178,682	103,069	186,272	0	0
	Net Income over Expenditure	0	0	0	0	28	0	28	50,760	0	0	0
	plus Transfer from EMR	0	0	0	0	0	0	0	1,624	0	0	0
	Movement to/(from) Gen Reserve	0	0			28		28	52,383	(0)		