

DRAYTON PARISH COUNCIL

Minutes of the meeting of the Governance & Staffing Committee held on
Thursday 12 December 2019 at 7pm in The Pavilion at King George Fifth Playing Field
Drayton High Rd, Drayton

PRESENT

Mr G Everett – Chairman

Mr A Crotch Mr K Morgan Mr N Quinsey Mrs K Wilson

Mr J Hall – Parish Clerk

IN ATTENDANCE

None.

1. Absence and Apologies for Absence

1. Cllr Wilkinson – apologies received and accepted.

2. Declarations of Interest

2. Nothing further was declared beyond those interests already included on the register of member's interests.

3. Public Participation

3. None.

4. Staffing Budget 2020/21

4. A budget report including a draft budget for 2020/21 had been circulated prior to the meeting. To provide the option of additional hours for both admin and maintenance it was agreed to increase the gross salaries by a further £10,920. Any surplus in this budget line was to be ringfenced to reserves. The Employers National Insurance (NI) contributions was increased to £5,000 to make provision for a potential increase by the government. It was unsure whether the NI allowance applied to the public sector. The training budget was reduced to £1,500.

RESOLVED to recommend the committee budget for 2020/21 and to ring fence any surplus budget from gross salaries to reserves at the end of the financial year 2020/21.

5. Governance Budget 2020/21

5. A budget report including a draft budget for 2020/21 had been circulated prior to the meeting. It was agreed to increase the budget line for community events to £1000 as the Parish Council had committed to holding an event for the 75th anniversary of VE Day in May 2020. It was also suggested that lines 206 Waste



Collections and 212 Grants and Donations should be ring fenced and any arising surpluses at the end of the financial year 2020/21 should be added to reserves for the same purposes. The Grants and Donations lines was increased to £3,000.

6. Budget 2020/21 and Precept Requirement

The recommended budgets from the various committees were considered. Highways engineers had provided a pricing update for the Parish Partnerships projects and as a result the budget for Environment and Highways had increased by £750.

The total net expenditure for all committees was £144,286 in addition to £44,000 to be allocated to earmarked reserves. This brought the total precept requirement to £188,286. It was noted that a significant budget surplus was predicted for 2019/20. This would used to offset the precept requirement for 2020/21.

Recommendation 1

To increase the precept demand from 2018/19 of £160,000 by 2% to £163,200 This equates to a rise of £1.33 for a D Band property for the year. The precept demand shortfall of £25,086 would be met from the budget surplus for 2019/20.

Allocation of budget underspend from 2018/19

A cash surplus of £61,378.64 had arisen from the 2018/19 financial year and was placed into general reserve.

Recommendation 2

To allocate surplus as follows:-

Environment & Highways	
Parish Partnerships TROD Pond Lane	£8,000.00
Green Lanes steps/bridge repair	£6,500.00
Unbudgeted spend for Noticeboard installation	£415.87
Open Spaces & Property	
Addition to reserves for play equipment surfacing	£25,000.00
Unbudgeted spend for benches at FCMP	£1,847.22
Total	£41,763.09

G. Evers

Budget comparison year to date and explanation of 15% variances

The Clerk produced figures for the period 1st April 2019 to 30th November 2019. The report was noted.

Meeting ended 9.15pm



CC6- STAFFING COMMITTEE	2017-2018		2018-19		2019/20		2020/21	
INCOME	Budget	Out turn	Budget	Out turn	Budget	Out turn	Budget	Out turn
	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
TOTAL INCOME		£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
EXPENDITURE	Budget	Out turn	Budget	Out turn	Budget	Out turn	Budget	Out turn
Salaries (Gross) (61,62,64)	£55,000.00	£45,696.00	£45,900.00	£39,716.44	£47,300.00	£41,908.40	£41,908.40	£53,923.00
		£55,000.00	£45,696.00	£45,900.00	£39,716.44	£47,300.00	£41,908.40	£53,923.00
Employer National Insurance (63)	£4,500.00	£3,350.00	£5,050.00	£2,877.81	£6,526.00	£2,644.20	£2,644.20	£5,000.00
	£4,500.00	£3,350.00	£5,050.00	£2,877.81	£6,526.00	£2,644.20	£2,644.20	£5,000.00
Employer Pensions (65)	£11,500.00	£9,121.00	£10,330.00	£7,560.63	£10,642.00	£8,277.96	£8,277.96	£12,132.00
	£11,500.00	£9,121.00	£10,330.00	£7,560.63	£10,642.00	£8,277.96	£8,277.96	£12,132.00
Clerical Assistance / Consultancy Services (602)	£1,500.00	£1,000.00	£1,500.00	£2,612.91	£1,500.00	£1,300.00	£1,300.00	£1,500.00
	£1,500.00	£1,000.00	£1,500.00	£2,612.91	£1,500.00	£1,300.00	£1,300.00	£1,500.00
Staff Training (68)	£1,500.00	£334.00	£1,500.00	£603.49	£2,000.00	£710.00	£710.00	£1,500.00
	£1,500.00	£334.00	£1,500.00	£603.49	£2,000.00	£710.00	£710.00	£1,500.00
Expenses / Mileage (601)	£1,650.00	£1,288.00	£1,650.00	£408.08	£1,300.00	£1,210.00	£1,210.00	£1,300.00
	£1,650.00	£1,288.00	£1,650.00	£408.08	£1,300.00	£1,210.00	£1,210.00	£1,300.00
TOTAL EXPENDITURE		£75,650.00	£60,789.00	£65,930.00	£53,779.36	£69,268.00	£56,050.56	£75,355.00
TOTAL NET EXPENDITURE		£75,650.00	£60,789.00	£65,930.00	£53,779.36	£69,268.00	£56,050.56	£75,355.00

F. Evers

New/replacement over £100	£50.00	£250.00	£0.00	£138.00	£50.00	£700.00	£0.00	£146.36	£50.00	£300.00	£942.18	£1,493.73	£500.00
Handyman Consumables (29)	£300.00	£300.00	£215.00	£215.00	£300.00	£300.00	£298.15	£298.15	£300.00	£300.00	£500.00	£500.00	£400.00
Stationery & Software (201)	£1,500.00		£534.00		£978.00		£215.85		£500.00		£600.00		
Scribe Licence	£250.00		£385.00		£272.00		£385.00		£400.00		£385.00		
Office 365 Licence	£280.00		£272.00		£350.00		£271.20		£290.00		£271.20		
		£2,030.00		£1,191.00		£1,600.00		£872.05		£1,190.00		£1,256.20	£1,300.00
Postage (202)	£150.00	£150.00	£115.00	£115.00	£150.00	£150.00	£46.53	£46.53	£150.00	£150.00	£60.00	£60.00	£150.00
Portable Appliance Test (203)	£75.00	£75.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£80.00	£80.00	£80.00	£80.00	£0.00
Subscriptions (204)													
NALC	£750.00		£774.00		£793.00		£803.95		£850.00		£823.66		£850.00
Data Protection	£50.00		£50.00		£50.00		£35.00		£50.00		£35.00		£35.00
NPFA Membership	£30.00		£30.00		£30.00		£30.00		£30.00		£30.00		£30.00
SLCC	£170.00		£177.00		£180.00		£196.00		£220.00		£225.00		£250.00
NP Law	£400.00	£1,400.00	£400.00	£1,431.00	£400.00	£1,453.00	£0.00	£1,064.95	£400.00	£1,550.00	£400.00	£1,513.66	£400.00
Insurance (205)													
Insurance	£5,500.00	£5,500.00	£5,575.00	£5,575.00	£5,600.00	£5,600.00	£2,761.00	£2,761.00	£2,900.00	£2,900.00	£2,805.75	£2,805.75	£2,900.00
Waste Collections (206)													
Rubbish disposal	£1,100.00		£1,080.00		£950.00		£325.00		£1,000.00		£750.00		
Waste Removal	£460.00		£0.00		£500.00		£0.00		£500.00		£0.00		
Waste Carriers License	£139.00		£0.00		£0.00		£0.00		£0.00		£0.00		
Skip Hire	£0.00		£0.00		£0.00		£0.00		£0.00		£0.00		
		£1,699.00		£1,080.00		£1,450.00		£325.00		£1,500.00		£750.00	£1,000.00
Community Event (208)	£0.00		£0.00		£0.00		£0.00		£0.00		£307.46		
Harry Cator / WW1	£2,000.00		£1,772.00		£2,500.00		£1,090.82		£0.00		£0.00		
S137 Payments (211)		£2,000.00		£1,772.00		£2,500.00		£1,090.82		£0.00		£307.46	£1,000.00
Remembrance Wreath	£40.00	£40.00	£20.00	£20.00	£40.00	£40.00	£50.00	£50.00	£50.00	£50.00	£25.00	£25.00	£50.00

G. Evered

DRAYTON PARISH COUNCIL FINANCIAL RESERVES		
Financial year	2019-20	2020-21
Governance	as at Nov 2019	Additions
Office Equipment	£500.00	£0.00
Handyman Equipment	£300.00	£0.00
General Fund	£141,378.64	£0.00
Grants & Donations	£2,013.00	£0.00
CIL Monies	£0.00	£0.00
Totals of Funds	£144,191.64	£0.00
E&H		
Contingency Tree Work Fund	£4,000.00	£0.00
Totals of Funds	£4,000.00	£0.00
OSP		
New Play Equipment	£46,837.00	£15,000.00
LD Refurbish Car Park	£4,450.00	£5,500.00
KGV Rebuild	£4,000.00	£0.00
KGV Access Posts	£2,403.00	£1,000.00
G3 Surface Replacement	£20,000.00	£4,000.00
Kgv Enhancements	£17,700.00	£4,000.00
CCTV Upgrades/Modifications	£2,000.00	£1,000.00
LED floodlights	£4,500.00	£1,000.00
Longdale Fence Replacement	£0.00	£12,500.00
Totals of Funds	£101,890.00	£44,000.00
Staffing		
Gross salaries	£3,937.00	£0.00
Totals of Funds	£3,937.00	£0.00
TOTALS	£179,768.00	£44,000.00

G. Ewell

PARISH EXPENDITURE AND PRECEPT REQUIREMENT		
	2019-20	2020-21
	Predicted Out turn	Estimate
PARISH COUNCIL NET EXPENDITURE		
CC1 Precept	£0.00	£0.00
CC2 Governance	£18,105.28	£22,880.00
CC3 E & H Committee	£13,374.45	£13,627.00
CC4 Planning	£0.00	£0.00
CC5 Open Spaces & Property Committee	£29,696.02	£32,424.00
CC6 Staffing Committee	£56,050.56	£75,355.00
	£117,226.31	£144,286.00
Estimated Budget Surplus (as at 12.12.19)	£21,296.69	
Additions to Reserves		£44,000.00
Precept requirement		£188,286.00
Budget surplus/deficit (balancing item)	£25,086.00	
Precept recommendation		£163,200.00

G. Evers