



Heybridge Parish Council

DRAFT Minutes of the **BUDGET COMMITTEE OF THE PARISH COUNCIL** held on **TUESDAY 8th SEPTEMBER 2015** in The Claydon Room, Plantation Hall, Colchester Road, Heybridge.

PRESENT

Vice-Chairman: Prof. Lew Schnurr

Officers: Laurie Wiebe – Clerk & Responsible Financial Officer to the Parish Council

John Williams – Internal Auditor

Members of Public: None

In the Chair: Cllr. Prof. Lew Schnurr

15/174 **Election of Chairman**

Members considered electing a Chairman of the Committee. It was agreed that this item be deferred.

It was **RESOLVED** that Cllr. Prof. Schnurr would Chair current meeting.

15/175 **Apologies for absence**

Apologies were received from Cllrs Edwards and Perry.

15/176 **Chairman's Announcements**

No announcements.

15/177 **Minutes**

The minutes of the meeting of the Budget Committee of the Parish Council held on 9th December 2014 were received.

It was noted that minute number 14/299 accumulated funds to be carried over should be £112,105.

RESOLVED that the Minutes of the meeting of the Budget Committee held on 9th December 2014 be approved and confirmed as amended.

15/178 **Declarations of Discloseable Pecuniary Interests, Other Registerable Pecuniary Interests, Registerable Non-Pecuniary Interests**

None.

15/179 Public Participation session

None present.

15/180 Budget Review 2015/16

Members reviewed the current budget as of 8th September 2015 and re-forecasted 2015-2016 budget.

It was noted that:-

Code 3301 – forecast budget be reduced to £5000 as the current code included donations;

Code 1371 – budget code added for donations and capped to £2000;

Code 1391 – budget code to be moved to code 3401;

Code 3401 – budget increased to £4000 to include budget code 1391;

Code 1210 – forecast budget be increased to £5500;

Code 3702 – budget code to be moved under Projects.

Total income forecast = £184,000.

Total expenditure forecast = £204,400.

Deficit for the year = £20,400.

15/181 2016-2017 Budget

Members considered drafting a Budget for 2016-2017.

It was noted that the draft budget would result in a significant increase in the precept.

A general discussion took place and it was noted:-

- Sinking fund was for wear and tear on Plantation Hall and other property and was to spread the cost over a period of years;
- Main boiler in Plantation Hall will need to be replaced;
- Grass cutting contract will be going to tender in autumn of 2016 therefore will increase budget for 2016 to 2017;
- Salaries increase are justified by increase in workload;
- Elizabeth Way Children's Play Area is regularly vandalised which adds to the maintenance costs and viability will be reviewed;
- Park Rangers terms of reference, with confirmed contract schedule, to be agreed for start of financial year;
- Possibility that the Parish Council would play more of an active role with the Heybridge Post Office;
- Precept should be kept as high as reasonable as it is unknown if the precept will be capped. The reserves should be a minimum of half the precept and further amount set aside to cover increased and additional costs, including Neighbourhood Plan and future development.

Members **RESOLVED** that they would address means to reduce the budget for consideration at the next Budget Committee meeting.

15/182 **Letter of Engagement Internal Auditor**

Mr. Williams noted that the letter of engagement should include tasks required by external auditor and attend Budget Committee meetings. The main project will concentrate on reviewing the asset register.

Mr. Williams and the Clerk will draft the letter of engagement.

15/183 **Future Meeting Dates**

The next meeting of the Parish Council will be held on 17th September 2015 at 7:00pm.

The next meeting of the Budget Committee of the Parish Council will be held on Tuesday 8th December 2015.

The Chairman closed the meeting at 11:50am.

Chairman