

**MINUTES OF A VIRTUAL MEETING OF THE PARISH COUNCILS FINANCE COMMITTEE HELD AT 19.45 HOURS ON MONDAY 04 JANUARY 2021**

**PRESENT:** M. Barton, D. Fairless, M. Ferguson, T. Fryer, S. North, D. Seal & E. Wilkinson

**OFFICER PRESENT:** K Bell

**ALSO PRESENT:** 2 residents

**APOLOGIES:** M. Williams

**ABSENTEES:** J. Bates

M. Barton opened the meeting and welcomed everyone present.

**001/2021      DECLARATIONS OF INTERESTS:** S. Watson declared an interest in the item relating to the Chairman's Allowance.

**002/2021      ANNUAL REVIEW OF MEMBERS ALLOWANCES:** Following a discussion, it was proposed by M. Barton, seconded by S. North and:  
**RESOLVED:** That members would not claim personal allowances during 2021/2022. It was noted that in choosing not to claim allowances the cost saving to EPPC was in excess of £8,000 p.a.

**003/2021      2021/2022 BUDGETARY REQUIREMENTS**  
EPPC was required to notify TMBC of its 2021/2022 precept requirement by 22 January 2021, the Clerk had prepared and circulated to members the following:  
(i) Details of expenditure for 2019/2020  
(ii) Details of actual expenditure for the period up to 30 September 2020  
(iii) Details of anticipated expenditure for the period up to 31 March 2021  
(iv) Proposed budget for the financial year 2021/2022  
(v) Notes to support the proposed budget for the financial year 2021/2022  
(vi) An information leaflet

Following a discussion, the following budgetary requirements for the 2021/2022 were **APPROVED**

<b>Administration/Support Costs (Costs of the Parish Council)</b>	<b>£50,816</b>
1. Audit Fees	£1,224
2. Chairman's Allowance	£450
3. Members Expenses	£750
4. Office & IT equipment, stationery & misc. admin expenses	£3,891
5. Reference Books	£300
6. Newsletters & Annual Report	£842
7. Subscriptions	£1,400
8. Website & Office 365	£2,260
9. Training	£1,175
10. Insurance	£2,415
11. Clerks Salary	£28,644
12. NNDR	£7,465

Signed: .....  
Committee Chairman

Date: 18 January 2021

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<b>Village Projects</b>		<b>£16,095</b>
13. Emergency Planning	£2,500	
14. Village Planting	£2,500	
15. Garden Competition	£175	
16. Jubilee Hall Upgrade	£3,710	
17. Env. Enhancements	£3,710	
18. Village Minor Maintenance Fund	£3,000	
19. EP Loyalty Scheme	£500	
<b>Service Delivery</b>		<b>£26,986</b>
20. Churchyard Maintenance	£5,916	
21. Village Grass Cutting	£800	
22. Garden of Remembrance	£600	
23. War Memorial Cleaning	£350	
24. Allotments	£5,000	
25. Footway Lighting	£8,570	
26. CCTV	£750	
27. Christmas Lighting	£5,000	
<b>Jubilee Hall</b>		<b>£42,300</b>
28. Running Costs	£15,000	
29. Staff Costs	£11,500	
30. Building & Asset Maintenance	£15,800	
<b>Playing Field Maintenance &amp; Outdoor Equipment</b>		<b>£19,250</b>
31. Playing Field & Outdoor Equipment	£14,250	
32. Outdoor Equipment repairs	£5,000	
<b>S137</b>		<b>£15,115</b>
33. Litter Clearing	£2,315	
34. Young Persons Activities	£1,250	
35. Community Grants & Donations	£1,550	
36. Community Enhancements	£10,000	
<b>37. Contingencies (Miscellaneous Provision)</b>		<b>£17,000</b>
<b>EXPENDITURE</b>		<b>£187,565</b>
<b>RECEIPTS</b>		<b>£27,930</b>
38. Hall Hire	£15,000	
39. Misc. Income	£500	
40. Refund of VAT	£11,000	
41. Allotments	£950	
42. Christmas Lighting	£480	
<b>43. Contribution from Reserves</b>		<b>£13,635</b>
<b>51. Net to Raise (Precept)</b>		<b>£146,000</b>

**RESOLVED THAT:**

- (i) The Finance Committee would recommend that the PC set 2021/2022 precept at £146,000 which was a 0% increase on the 2020/2021 precept which was £146,000.

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- (ii) The Committees Precept recommendation for 2021/2022 was expected to ratified at the meeting of the full council on 18 January 2021.
- (iii) The total budgetary requirement for 2021/2022 be set at £187,565, offset by predicted income of £27,930, a contribution from reserves of £13,635 and a precept of £146,000.
- (iv) The Precept of £146,000 divided by the 2021/2022 Council Tax base of 1,299.04 (1,305.24 2020/2021) which was the number of Band D equivalent properties in EP as advised by TMBC resulted in a Band D Parish Council Tax amount of £112.39 (2020/2021 £111.86).

004/2021

**REVIEW OF JUBILEE HALL HIRE CHARGES:** Following a discussion, it was:  
**RESOLVED:** That hall hire charges per hour including Hire's indemnity insurance for casual hirers with effect from **01 APRIL 2021** would be as follows (2020/2021 prices in brackets)

	<u>HALL</u>	<u>MEETING ROOM</u>
<b>REGULAR BOOKINGS</b> (minimum 3 months)		
<b>REGULAR USERS</b>	<b>£15.50</b> (£14.50)	<b>£7.50</b> (£7.00)
<b>CASUAL BOOKINGS</b> (Monday – Friday 9am-10pm)		
East Peckham residents	<b>£20.00</b> (£19.00)	<b>£10.00</b> (£9.50)
Non-East Peckham residents	<b>£25.00</b> (£25.00)	<b>£13.00</b> (£13.00)
<b>Business Users</b>	<b>£50.00</b> (£40.00)	<b>£35.00</b> (£35.00)
<b>WEEKENDS</b> (Saturday & Sunday 9 am – 10pm)		
East Peckham residents	<b>£26.00</b> (£26.00)	<b>£14.00</b> (£14.00)
Non-East Peckham residents	<b>£35.00</b> (£35.00)	<b>£20.00</b> (£20.00)
<b>CHILDRENS PARTIES</b> (3-hour booking)		
East Peckham residents	<b>£85.00</b> (£80.00)	<b>N/A</b>
Non-East Peckham residents	<b>£110.00</b> (£100.00)	<b>N/A</b>
<b>Casual Booking Deposit</b>	<b>£100.00</b> (£100.00)	
<b>Football Charges (Effective from 2021/2022 Football Season)</b>		
Includes pitch, 2 x changing rooms, referees' room and use of communal facilities		
Junior Charge	<b>£75.00</b> (£70.00)	
Senior Charge	<b>£75.00</b> (£70.00)	

005/2021

**PARISH COUNCIL AND JUBILEE HALL ADMINISTRATIVE STAFFING REVIEW:** Following a discussion, it was

**RESOLVED:** That during 2020/2021 / early 2021/2022 a staffing review would be carried

006/2021

**MATTERS FOR FURTHER DISCUSSION**

**Replacement Bus Shelter at Old Road:** Members were advised that the contractor was due to install the replacement bus shelter on 11 January and that the work had been delayed 3 times already so that the resident could have her wall repaired. It was noted that the wall repairs had not yet been carried out. The contractor had advised that if the shelter were not installed on 11 January, he was unsure when he would next be able to install it as he had a very busy schedule of work until the end of March. He had also stated that he had been storing the shelter free of charge since October. Members confirmed that the shelter was to be installed on 11 January 2021.

Signed: .....

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**Allotment Land:** Members were advised that the landowner was seeking advice and was unable to respond to the Parish Councils offer until he had received and considered that advice. The landowner had also asked if the Parish Council would pay for his legal, conveyancing and agents fees. The Clerk had asked the landowner for an approximation of the costs for members consideration on 18 January 2021.

**007/2021**      **DATE OF NEXT COMMITTEE MEETING:** Confirmed as either 10 May 2021 or 21 May 2021

**008/2021**      **MATTERS FOR CONSIDERATION IN PRIVATE:** There were none

There being no additional business, the meeting was closed at 20.30 hours.

Signed: .....  
Committee Chairman

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