

Kingswear Parish Council



Minutes of the Finance Committee Meeting of the Council held at the Sarah Roope Trust Rooms on 12 December 2016

Present: Councillor L Payne - Chairman

Councillors: J Henshall (Chairman of the Council), E Jones and L Maurer

In Attendance: Mr David Edwards – Clerk to the Council

F/12.12/1 - The Chairman welcomed everyone to the meeting.

F/12.12/2 - To receive any apologies for absence from the Meeting.

Note - Apologies were received from Councillor Hawkins who had previously been a member of the Committee but this was revised following the changes made at the November Council Meeting.

F/12.12/3 - To review and discuss the budget for the Council Year 2017/2018, to include any additional expenditure for new projects or ongoing maintenance costs.

The Clerk presented a draft budget for the forthcoming year.

The following amendments were made:

Expenditure:

- The Insurance budget be reduced to £1000 (2016/17 £1500)
- Room hire be set at £800. (£300)
- Subscriptions be reduced to £700 – discontinue membership of South West Councils. (£1000)
- Notice Board budget to be £400 (£0)
- A budget heading be included to provide for the Play Equipment inspections
- Cemetery Lodge maintenance budget be £1500 as previous year.
- Moorings – chains/pontoon and anchors be £500 (£200)
- Clerk's mileage allowance be £1000 (£50)

Income:

- Cemetery interment fees , budget reduced to £2000 (£4000)
- Mooring fees (year 2016/17 - £8200) – reduced to £8000 but to be reviewed.

The Clerk will break down the current unassigned figure of £1064.28 and allocate to separate budget headings; when a budget will be agreed for postages and stationery.

It was the Committee RECOMMENDATION to Full Council that a further meeting of the Committee be held when a final draft budget is set for presentation to the Precept Meeting.

F/12.12/4 - To discuss any changes to the Cemetery fee structure and any increase in the amount of the fees for 2017/2018. (attached)

The Clerk explained that it is not correct for the interment fee to be paid in advance of the known interment date. The two fees should be separated with the Exclusive Rights Deed of Grant purchased on application to reserve the plot.

The draft fee structure was circulated and the current combined fee is £305 (first interment and purchase of Exclusive Rights) compared to a revised fee structure of £370 for Exclusive Rights alone and the interment fee (at the time of burial) (£350).

It was the Committee RECOMMENDATION that comparisons with other burial authority fees be made prior to a final decision.

F/12.12/5 - To discuss any changes to the Moorings fee structure and any increase in the amount of the fees for 2017/2018. (attached)

It was the Committee RECOMMENDATION that a 2% increase be made to all fees for the year 2017/2018

F/12.12/6 - To consider any amendments (if any) to other charges/fees for use of the Allotments and Jubilee Park.

It was the Committee RECOMMENDATION that no additional fees be made at this stage.

F/12.12/7 - To discuss the appointment of an internal auditor.

The Clerk explained that there is an option to employ a local resident in a "volunteer" capacity or investigate the available professional providers that undertake this type of work for other Parish Councils.

It was the Committee RECOMMENDATION that the Clerk makes enquiries on the professional providers available and report back.

The Chairman thanked everyone for attending and closed the Meeting.

Minutes approved

Signed: Chairman of the Council