

# Sampford Arundel Parish Council

You are hereby summoned to attend a Parish Council Meeting to be held on Tuesday 2 January 2024 in the Parish Rooms at 7.30 pm. The agenda for the meeting is set out below.

*A Kendall*

Parish Clerk – Alice Kendall

27 December 2023

1. Apologies for absence and approve reasons for absence
2. Public Forum – matters of report
3. Declarations of Interest, pecuniary or otherwise, in any agenda items
4. Approve and sign the Minutes of the meeting held 7 November 2023
5. Chair's Report
6. Clerk's Report
7. Parish Rooms
8. Finance

a. To approve payments since the last meeting;

Chq	Description	Name	Amount
SO	Salary November	A Kendall	£208.35
SO	Salary December	A Kendall	£208.35
001016	Expenses	A Kendall	£134.33
001017	Donation	Citizens Advice Somerset	£100.00
DD	Loan Repayment	PWLB	£565.63
DD	Data Protection Fee	ICO	£35.00

b. Receipts since the last meeting;

Name	Description	Amount
Natwest	Interest	£14.97

- c. Bank Reconciliation
  - d. 23/24 Budget Report to date
  - e. Update to Standing Order – following the issue of the 23-24 Pay Award, the standing order covering the Clerk's Salary needs updating. Information will be reported at the meeting.
9. 24/25 Budget & Precept – paper attached
  10. LCN update – Cllr Lloyd

## **11. Matters of report**

## **12. Items for Next Agenda**

Next meeting: 7.30pm Tuesday 5<sup>th</sup> March 2024

### **Public Forum item notes**

a) Matters for report only

b) Questions and Representations from Residents.

This provides an opportunity for members of the public (who are not usually permitted to speak during the meeting, other than on Planning Applications, or by special invitation of the PC Chair) to participate before the meeting by asking questions, raising concerns or making representations, regarding Sampford Arundel Parish. No decision can be taken on issues raised unless the matter is already an item on the agenda. As this is not part of the formal meeting minutes will not be produced.

c) County Councillor's report

d) District Councillor's report.

County and District Councillors may give short verbal reports on matters affecting the Parish as this is also not part of the meeting, minutes will not be produced

**Minutes of Sampford Arundel Parish Council Meeting held Tuesday 7 November 2023 at 7.00 pm in the Parish Rooms.**

**Present:** Cllrs J Lloyd (Chairman), B Brown, J Burgess, K Hill, R Milton, and G Pike

**1. Apologies for absence and approve reasons for absence**

Apologies had been received from Cllr J Troake and Somerset Councillor D Mansell.

**2. Public Forum – matters of report**

No members of the public were present.

**3. Declarations of Interest, pecuniary or otherwise, in any agenda items**

There were none.

**4. Approve and sign Minutes of the meeting held 29 August 2023**

**RESOLVED** to confirm and sig the minutes of the meeting held 29 August 2023 as a correct record.

**5. Chair’s Report**

The Chair commented on the current budget situation at Somerset Council. She also reported that there had been a number of fraudulent e-mails pertaining to the be from the Chair. Those present were reminded to be vigilant against such messages.

**6. Clerk’s Report**

The Clerk reported that the 23-24 Pay award had been published and backpay (to April) had been calculated.

**7. Parish Rooms**

A discussion on the status of the Parish Rooms took place. There was little to update as Cllr Troake was not present at the meeting.

**8. Finance**

**a. To approve payments since the last meeting;**

Chq	Description	Name	Amount
001010	Grass Cutting	D Crow	£810.00
001011	Grass Cutting (Green)	A Stanton	£670.00
001012	Annual Membership	SALC	£84.23
001013	Poppy Wreath	RBL	£35.00
001014	Burial Grant	SAPCC	£325.00
SO	Salary September	A Kendall	£208.35
SO	Salary October	A Kendall	£208.35

**RESOLVED** to approve the payments as presented.

**b. Receipts since the last meeting;**

Name	Description	Amount
Natwest	Interest	£14.20
Somerset Council	Parish Grant	£555.00

The receipts were noted.

**c. Bank Reconciliation**

**RESOLVED** to approved the bank reconciliation as presented.

**d. 23/24 Budget Report to date**

The report was noted.

**9. 24/25 Budget**

The report was noted and it was agreed to defer this item to the next meeting when the Precept would be set.

**10. LCN update – Cllr Lloyd**

The Chair gave an update on the latest meeting of the LCN. There had been some issues in the running of it; there being no wifi, no report from highways as detailed on the agenda. The value of the meetings was questioned.

**11. Correspondence**

**a. Citizens Advice Somerset** – a letter was circulated with the agenda; the organisation is seeking funding to support its activities. A further e-mail provided further information.

**RESOLVED** to donate £100 to CAS.

**b. Cornerstone** – Cornerstone sought comments on a proposed upgrade to infrastructure at Hangerridge Farm, Wrangway. The Letter was noted.

**12. Matters of report**

- Cllr Milton reported that there is overhanging vegetation at Breach Hill and water in the road at Stoney Stile. These items to be reported to Highways.
- Cllr Pike asked if any further correspondence had been received from Airband. The Clerk reported that nothing had been received.

**13. Items for Next Agenda**

Budget & Precept.

Next Meeting: 7.30pm Tuesday 2<sup>nd</sup> January 2024

**There being no further business, the meeting closed at 8.36 pm**

**Signed:**

**Date:**

## Sampford Arundel Parish Council

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 08/12/2023</b>			
	Cash in Hand 01/04/2023			6,743.76
	<b>ADD</b> Receipts 01/04/2023 - 08/12/2023			8,373.66
				15,117.42
	<b>SUBTRACT</b> Payments 01/04/2023 - 08/12/2023			5,903.14
<b>A</b>	<b>Cash in Hand 08/12/2023</b> (per Cash Book)			<b>9,214.28</b>
	Cash in hand per Bank Statements			
	Petty Cash	08/12/2023	0.00	
	Natwest Reserve Account	08/12/2023	6,088.99	
	Natwest Current Account	08/12/2023	3,669.52	
				<b>9,758.51</b>
	Less unrepresented payments			544.23
				9,214.28
	Plus unrepresented receipts			
<b>B</b>	<b>Adjusted Bank Balance</b>			<b>9,214.28</b>
	<b>A = B Checks out OK</b>			

# Sampford Arundel Parish Council

28 December 2023 (2023 - 2024)

## Summary of Receipts and Payments

All Cost Centres and Codes

### General Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Administration				652.00	203.99	448.01	448.01 (68%)
2	Subscriptions				121.00	120.23	0.77	0.77 (0%)
3	Audit Fees							(N/A)
4	Councillors Mileage/Expenses/Ti				100.00	23.35	76.65	76.65 (76%)
5	Insurance				275.00	224.00	51.00	51.00 (18%)
6	PWLB				1,132.00	1,131.26	0.74	0.74 (0%)
7	Clerk's Mileage				150.00	119.70	30.30	30.30 (20%)
18	Parish Grant	555.00	555.00					(0%)
19	Bank Interest	10.00	52.28	42.28				42.28 (422%)
20	Precept	7,500.00	7,500.00					(0%)
<b>SUB TOTAL</b>		<b>8,065.00</b>	<b>8,107.28</b>	<b>42.28</b>	<b>2,430.00</b>	<b>1,822.53</b>	<b>607.47</b>	<b>649.75 (6%)</b>

### Parish

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
11	Grants					100.00	-100.00	-100.00 (N/A)
12	Maintenance				260.00	141.92	118.08	118.08 (45%)
13	Elections				50.00		50.00	50.00 (100%)
14	Grass Cutting				1,700.00	1,480.00	220.00	220.00 (12%)
15	Bin Collection				290.00		290.00	290.00 (100%)
16	Holy Cross				425.00	325.00	100.00	100.00 (23%)
17	Remembrance Wreath				35.00	35.00		(0%)
21	Jubilee				500.00	441.46	58.54	58.54 (11%)
<b>SUB TOTAL</b>					<b>3,260.00</b>	<b>2,523.38</b>	<b>736.62</b>	<b>736.62 (22%)</b>

### Staffing

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8	Clerk's Salary				3,200.00	2,308.34	891.66	891.66 (27%)
9	Home Office				288.00	216.00	72.00	72.00 (25%)
10	Clerk's Training				60.00		60.00	60.00 (100%)
<b>SUB TOTAL</b>					<b>3,548.00</b>	<b>2,524.34</b>	<b>1,023.66</b>	<b>1,023.66 (28%)</b>

### Summary

<b>NET TOTAL</b>	<b>8,065.00</b>	<b>8,107.28</b>	<b>42.28</b>	<b>9,238.00</b>	<b>6,870.25</b>	<b>2,367.75</b>	<b>2,410.03 (13%)</b>
<b>V.A.T.</b>		266.38			41.20		
<b>GROSS TOTAL</b>		<b>8,373.66</b>			<b>6,911.45</b>		

**SAMPFORD ARUNDEL PARISH COUNCIL  
24-25 BUDGET**

**1. Receipts and Payments Budget**

As presented at the last meeting, the tables below show the suggested budgets for 24-25. Most lines remain largely unchanged from the current (23-24) year. Items that have been updated are indicated in the notes column.

<b>General Administration</b>					
		<b>Receipts</b>	<b>Payments</b>		
<b>Code</b>	<b>Title</b>	<b>Budget</b>	<b>Itemised Payment Budget</b>	<b>Code Total Payment Budget</b>	<b>Notes</b>
1	Administration				
	Telephone		72.00		
	Stationery		100.00		
	Postage		35.00		
	Office 365		60.00		
	Website & e-mails		250.00		
	ICO		35.00		
	Hall Hire		100.00		
	Administration Total			652.00	
2	Subscriptions				
	Mapping System		36.00		
	SALC		85.00		
	Subscriptions Total			121.00	
3	Audit Fees			200.00	Councillors have indicated they would like a change in Auditor. Current service is free - others will charge.
4	Councillors Mileage / Expenses / Training			100.00	
5	Insurance			275.00	
6	PWLB			1,132.00	
7	Clerk's Mileage			150.00	
18	Parish Grant				No longer in place for 24-25
19	Bank Interest	85.00			
20	Precept				
<b>SUB TOTAL</b>		<b>85.00</b>		<b>2,630.00</b>	

<b>Parish</b>					
		<b>Receipts</b>	<b>Payments</b>		
<b>Code</b>	<b>Title</b>	<b>Budget</b>	<b>Itemised Payment Budget</b>	<b>Code Total Payment Budget</b>	<b>Notes</b>
11	Grants				
12	Maintenance				
	Defib Electric		10.00		
	Debit Pads		50.00		
	General Maintenance		300.00		
	<b>Maintenance Total</b>			<b>360.00</b>	
13	Elections				
14	Grass Cutting				
	Verges		1,000.00		Amounts based on current year costs plus allowance for price increase and possible extra cuts required
	Green		700.00		
	<b>Grass Cutting Total</b>			<b>1700.00</b>	
15	Bin Collection			290.00	Current year price + est. 10% increase.
16	Holy Cross			325.00	
17	Remembrance Wreath			35.00	
<b>SUB TOTAL</b>		<b>0.00</b>		<b>2710.00</b>	

<b>Staffing</b>					
		<b>Receipts</b>	<b>Payments</b>		<b>Notes</b>
<b>Code</b>	<b>Title</b>	<b>Budget</b>	<b>Itemised Payment Budget</b>	<b>Code Total Payment Budget</b>	
8	Clerk's Salary			3,550.00	Added estimated £1 per hour increase as per previous years.
9	Home Office			288.00	
10	Clerk's Training			60.00	Allows for 2x SALC sessions at current pricing.
<b>SUB TOTAL</b>		<b>0.00</b>		<b>3,898.00</b>	



TOTALS			
		Receipts	Payments
		85.00	9,238.00

## 2. Items to be reviewed

### a. Holy Cross

The Council need to consider if they wish to continue to pay the annual burial grant of £325 to the Church. Previously, this came from the Parish Grant received from Somerset Council but will now be paid from Precept (Council Tax) monies going forward if approved. Options to show the impact on the Precept are shown below to aid a decision.

In previous years, an amount of £100 was budgeted for electricity at the Church, but this has not been paid for many years. I have, therefore, moved this £100 into the Parish Maintenance budget.

### b. Reserves

The Practitioners Guide<sup>1</sup> advises that for a smaller authority, the general reserve figure may be closer to the equivalent of 12 months expenditure. The Council need to make a resolution on the amount of General Reserve to keep for the 24-25 year. Again, options below give details and the impact on the Precept.

## 3. Precept

The Precept will be calculated as the aggregate of; the estimated expenditure for the year (inc. contingencies), financial reserves required, estimated income due.<sup>2</sup>

### The 24-25 Precept must be set at this meeting.

Precept option 1 – Includes £325 payment to Holy Cross. 6, 9 and 12 months reserves are detailed.

6 Month Reserve (+)	£4,576.50
Est Closing Bank Bal (-)	£6,428.30
= Payments to Reserves (1)	-£1,851.80
Payments Budget (2)	£9,238.00
Receipts Budget (3)	£85.00
<b>Precept Required (1+2-3)</b>	<b>£7,301.20</b>
23-24 Precept	£7,500.00
Change	-£198.80
% Change on Bills	-2.52%

9 Month Reserve (+)	£6,864.75
Est Closing Bank Bal (-)	£6,428.30
= Payments to Reserves (1)	£436.45
Payments Budget (2)	£9,238.00
Receipts Budget (3)	£85.00
<b>Precept Required (1+2-3)</b>	<b>£9,589.45</b>
23-24 Precept	£7,500.00
Change	£2,089.45
% Change on Bills	28.04%

12 Month Reserve (+)	£9,153.00
Est Closing Bank Bal (-)	£6,428.30
= Payments to Reserves (1)	£2,724.70
Payments Budget (2)	£9,238.00
Receipts Budget (3)	£85.00
<b>Precept Required (1+2-3)</b>	<b>£11,877.70</b>
23-24 Precept	£7,500.00
Change	£4,377.70
% Change on Bills	58.59%

<sup>1</sup> NALC Joint Panel on Accountability and Governance – March 2023.

<sup>2</sup> Local Government Finance Act 1992 – Section 43.

Precept option 2 – Excludes £325 payment to Holy Cross. 6, 9 and 12 month reserve detailed.

6 Month Reserve	£4,414.00	9 Month Reserve	£6,621.00	12 Month Reserve (+)	£8,828.00
Est Closing Bank Bal (-)	£6,428.30	Est Closing Bank Bal (-)	£6,428.30	Est Closing Bank Bal (-)	£6,428.30
= Payments to Reserves (1)	-£2,014.30	= Payments to Reserves (1)	£192.70	= Payments to Reserves (1)	£2,399.70
Payments Budget (2)	£9,238.00	Payments Budget (2)	£9,238.00	Payments Budget (2)	£9,238.00
Receipts Budget (3)	£85.00	Receipts Budget (3)	£85.00	Receipts Budget (3)	£85.00
<b>Precept Required (1+2-3)</b>	<b>£7,138.70</b>	<b>Precept Required (1+2-3)</b>	<b>£9,345.70</b>	<b>Precept Required (1+2-3)</b>	<b>£11,552.70</b>
23-24 Precept Change	£7,500.00 -£361.30	23-24 Precept Change	£7,500.00 £1,845.70	23-24 Precept Change	£7,500.00 £4,052.70
% Change on Bills	-4.68%	% Change on Bills	24.79%	% Change on Bills	54.25%