

# HECKINGTON PARISH COUNCIL

**Minutes of the Precept Meeting of Heckington Parish Council held in the Council Chambers, St Andrews Street, Heckington on Monday 15<sup>th</sup> January 2018 commencing at 7.00pm.**

**Attendance:**

Chairman - Cllr Mrs J Palmer

Councillors – Mr T Atkinson, Mr CD Couzens, Mr R Doughty, Mr A Garlick, Mr R Higgs, Mr R Kemmett, Mr M Jones, Mr M West, Mr R Woods

Minute Taker – Clerk & RFO, Ms J Hudson

Members of the Public – 1

**1. Chairman’s Welcome and Opening Remarks**

The Chairman welcomed everyone to the meeting. She explained to those present that the format of the issued financial documents had been altered in line with advice received from the external auditor during the previous audit. The expenditure sub-headings which Councillors will be reviewing are now shown in more detail.

**2. To receive apologies for absence**

Apologies, although not required for this meeting, were received and accepted by C/Cllr Mr B Young and D/Cllrs Mrs S Tarry and Mr S Ogden

**3. To receive a declaration of interest in accordance with the Localism Act 2011**

None received

**4. To consider any written requests for dispensations received at or before the start of the meeting.**

None received

**5. Financial Matters**

a. To receive and discuss Financial Reports and budget forecast

Councillors discussed each sub-heading listed on the working document which showed balances to date, and estimations for the full financial year 2017/2018. Estimated precept requirements for the following financial year of 2017/2018 were discussed, agreed and noted for each item as per attached appendix.

Additional notes –

- i. The Clerk confirmed a donation request had also been received from the Citizens Advice Bureau. Cllr Mr R Kemmett requested fellow Councillors consider a financial donation to the CAB. The Clerk confirmed that during talks about the future of the LAP, there is a possibility that HPC may be asked to provide facilities to hold a regular CAB surgery, which could be offered free of charge. This was agreed and will be discussed and formally approved when necessary in the future.
- ii. The Chairman reported that the cheque for £650 from the Allotment Association towards the new gates is still outstanding due to banking signatory issues. It was agreed that Cllrs Mr T Atkinson and Mr M West, during their next visit to the allotments as the nominated Council representatives, would inspect the road surface to make suggestions as to repairing the potholes on a more long term basis.

iii. Current cemetery charges were presented with a calculated 2% increase and 5% increase for comparison.

Proposed by Cllr Mr R Higgs, seconded by Cllr Mr R Kemmett.

Vote results – unanimous.

**Resolved – to increase cemetery charges by 2% for the new financial year 2018/2019**

iv. Current allotment rental and drainage charges were presented with a calculated 2% increase and 5% increase for comparison.

Proposed by Cllr Mr R Higgs, seconded by Cllr Mr M Jones

Vote results – unanimous

**Resolved – to increase allotment rental charges by 2% for the new financial year 2018/2019**

**5. To resolve to go into closed session in accordance with the Public Bodies (Admissions to meetings) Act 1960.**

Proposed by Cllr Mr R Woods, seconded by Cllr Mr A Garlick

Vote results – unanimous

**Resolved – to go into closed session in accordance with the Public Bodies (Admissions to meetings) Act 1960.**

Member of the public left at 7.45pm

**a. To discuss Salary and Staff Review**

i. The Chairman informed the meeting that the generic proposed annual increase for Council staff across the UK was 2% for 2018/2019.

ii. She also confirmed an Annual Bonus has previously been paid to HPC employees

Proposed by Cllr Mr M Jones, seconded by Cllr Mr R Woods

Vote results - unanimous

**Resolved – to increase Council staff salaries by 2% for the Financial year 2018/2019 in line with proposed national increase, and to pay annual bonus amount as agreed.**

**b. To approve the Budget and Precept for Year 2018/2019**

The Precept calculator was provided, and was populated with the proposed total precept figure of £97,670. This confirmed a nil increase to the Precept for HPC for the financial year 2018/2019.

Proposed by Cllr Mr M Jones, seconded Cllr Mr R Higgs

Vote results – unanimous

**Resolved – to approve the Budget and Precept for Year 2017/2018 as 97,670.00**

**During financial discussions it was proposed by Cllr Mr R Woods, seconded by Cllr MR A Garlick and unanimously voted to continue with the current Direct Debits and Standing Orders for payments to Utility companies and staff salaries.**

Finance meeting concluded at 7.54pm

The Chairman informed the Councillors that 3 days paid compassionate leave had been given to an employee.

Meeting concluded at 8.12pm

**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

The following pages, 4-2018 and 5-2018, form the financial appendix, as mentioned at item 5a above.

Expenditure - All figures inc VAT paid	April - Dec 17	Actual or <i>Estimated</i> Total for year ( <i>Apr-Dec + 25%</i> )	Current Budget	Est Req 18-19
x0 Transfer	N/a	N/a	N/a	N/a
A1 Audit	480.00	80.00	500.00	600.00
B1 Bank Charges	45.00	60.00		80.00
C1 Capital Equipment	42,092.99			2,000.00
C2 Chairman's Allowance	450.00	600.00	600.00	600.00
C3 Christmas Decorations	183.00			250.00
C4 Council Expenditure - Memorials etc	865.79			500.00
C5 Councillor Expenses	5.40	6.75	100.00	100.00
D1 Defibrillator	541.38	676.73	4,000.00	400.00
D2 Donaldson's DIY	307.64	384.55	300.00	400.00
D3 Donations	12.50		2,050.00	2,000.00
E1 Election Expenses			4,000.00	10,000.00
E2 Electricity - Cemetery*	311.64	389.55	1,500.00	500.00
E3 Electricity - Chambers*	960.40	1,200.50	1,500.00	2,500.00
F1 Fuel	334.89	418.61	650.00	500.00
H1 Highways Verge Maintenance				1,000.00
H2 Hire of Rooms	20.00			60.00
I1 Inspections/Maint - Fire Safety	286.60			300.00
I2 Inspections/Maint - Lift	352.26			400.00
I3 Inspections/Maint - Play Areas	156.00			200.00
I4 Inspections/Maint - SID				300.00
I5 Insurance - Public Liability	2,956.47	2,956.47	3,100.00	3,400.00
I6 Insurance - Vehicles (+ Tax)	1,172.52	1,172.52	800.00	1,300.00
L1 Legal Fees	500.00	500.00	1,500.00	1,500.00
M1 Maintenance - Allotments	1,209.90	1,512.38	800.00	1,000.00
M2 Maintenance - CCTV			130.00	130.00
M3 Maintenance - Cemetery	62.26	77.83	500.00	500.00
M4 Maintenance - Chambers	859.92	1,074.90	2,500.00	2,500.00
M5 Maintenance - Nilfisk Machine				500.00
M6 Maintenance - Playing Fields	550.00	687.50	1,000.00	1,000.00
M7 Maintenance - Polaris	1.60	2.00	500.00	500.00
M8 Maintenance - Supplies				2,000.00
M9 Maintenance - Village	560.66			750.00
MI Miscellaneous	7,219.52		5,000.00	1,100.00
N1 NIC and PAYE	4,475.91	5,594.89	6,500.00	6,700.00
O1 Office Supplies	511.18	638.98	1,200.00	1,000.00
P1 Parish Hospitality	670.00	837.50		500.00
P2 Pension Contributions	420.21	525.26		2,000.00
P3 Pest and Weed Control	330.00	330.00		350.00
P4 Phone	1,592.63	1,990.79	2,000.00	2,000.00
P5 Play Area Project			5,500.00	-
R1 Rates - Cemetery	770.14	770.14	1,000.00	1,000.00
R2 Rates - Chambers	-	-	2,000.00	2,200.00
R3 Rates - Village Green	466.00	466.00	520.00	550.00
S1 Salaries	22,626.58	28,283.23	40,000.00	35,000.00
S2 Staff Clothing	105.41	131.76	150.00	200.00
S3 Staff Training			300.00	400.00
S4 Staff Travel	41.85	52.31	250.00	100.00

S5 Subscriptions	171.00	213.75	150.00	300.00
T1 Tree Works	460.00	1,620.00	1,500.00	3,000.00
V1 Village Green			2,500.00	2,500.00
W1 Water - Allotments*	144.22	180.28	1,000.00	400.00
W2 Water - Cemetery*	51.50	64.38	-	200.00
W3 Water - Chambers*	-	-	-	400.00
Proposed Total Out				97,670.00