

## LYNDHURST PARISH COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held on Tuesday 19 November 2013 at 7.15 pm at Lyndhurst Community Centre.

**Present:** Mr M Rollé (Chairman), Mrs H Klaassen, Mr M Abbott, Mr G Bisson, Mrs A Butcher, Mr J Charlesworth, Mr L Cornell, Mr K Kaljura and Mrs P Wyeth

**In Attendance:** Mrs M Weston (Clerk to the Council)

### 1. Apologies for absence

An apology for absence was received from Mrs A Trend.

### 2. Declarations of Interest

None.

### 3. Minutes of last meeting

The minutes of the meeting held on Tuesday 20 November 2012, having been circulated, were approved and signed by the Chairman as a true and accurate record.

### 4. Matters Arising

It was noted that whilst the minutes of the 2012 meeting were correct in that a resolution had been passed to recommend a precept of £62,281, it had been resolved at the February 2013 meeting (Minute 160) that the Parish Council request a Precept for the financial year 1 April 2013 to 31 March 2014 of £65,663, which included an identifiable grant of £3,287 and a transitional grant of £95 with the proviso that the grant money be ring fenced for use on large items of expenditure.

### 5. **Impact of Provisional Tax Base Change & Grant Allocation in 2014/15**

The Clerk reported that she had taken advice from Kevin Green at NFDC who had indicated that in order to return a nil increase or decrease in the Parish Council precept for 2014/15 £47 could be added to the precept request for the previous year, making a total of £65710.

### 6. **Budget Estimates 2014/15**

Administration	£29,600.00
Allotment Committee	£4,500.00
Amenities Committee	£7,110.00
Cemetery Committee	£6,000.00
Planning Committee	£250.00
Recreation Committee	£20,400.00
Total	£67,860.00

**RESOLVED:** That these budgets be accepted.

### 7. **Any other items requiring budget consideration**

(a) *Section 137 Allocation*

**RESOLVED:** That no allowance is made in the Precept for a Section 137 allocation, but that items requiring grant aid could be considered on their merits as required and as the financial reserve allowed.

Mr Bisson drew Councillors attention to the Village Lighting and Decorating Committee's previous request for grant aid which was now unnecessary as the amount required to replace the Christmas lights had been achieved by public donations. He said he would like to see the Parish Council allocate a sum of money towards maintaining the lights.

**RESOLVED:** That Mr Bisson request the Village Lighting and Decorating Committee to submit a grant application should grant aid become necessary.

*(b) Reserve/Contingency Fund*

**RESOLVED:** That no reserve/contingency fund be added for the financial year April 2014 to March 2015.

*(c) Village of the Year*

Mr Charlesworth reported that Roxanne Odd from CTVC (working on behalf of BBC TV) would be visiting Lyndhurst on 27 January to interview members of local groups, organisations, etc.

**RESOLVED:** That the Parish Council take part in the Village of the Year competition.

*(d) Commemoration of World War I*

Discussion took place regarding the possibility of obtaining grant aid to commemorate World War I and linking it to the Picnic in the Park event. It was understood that both the Community Centre and Lyndhurst Branch of the Royal British Legion would be commemorating the commencement of WW1.

**RESOLVED:** That the Parish Council would not commemorate the event with any activity.

## **8. Clerk's Salary**

The Clerk withdrew from the meeting and discussion took place.

**RESOLVED:** That the Clerk's salary be increased by 3% for the financial year commencing 1 April 2014 in recognition of work undertaken over and above hours paid.

## **9. Precept Resolution**

Discussion took place regarding raising sufficient funds to cover the budget requirement of £67,860. A proposal was put forward for a precept increase of 1% with an amendment proposal of 2%. Voting took place on the amendment first and this was passed. Mr Cornell and Mrs Wyeth asked that it be recorded that they had voted against any increase in the Precept.

**RESOLVED:** That a budget of £67,860 having been accepted by the Parish Council, £884 would be drawn from the Parish Council's reserves which would necessitate an increase in the Precept of 2% as a Precept of £66,976 would be requested.

## **10. Parish Champion**

Nominations had been received for Paul Boyes (x4), Fran Leach (x2), John Charlesworth and Adrian Wiltshire (x2). The Clerk also suggested that an award for Frank Alexander might be appropriate. It was noted that it had previously been decided not to give the award to a Councillor.

**RESOLVED:** That the Parish Champion award for 2013 be given to Adrian Wiltshire.

**11. Interviews for new Councillor**

**RESOLVED:** That the Clerk write to the three candidates requesting that they submit a CV so that Councillors could give consideration to this matter. Interviews would then take place at the January Parish Council meeting.

**12. Any Other Business**

(a) *Arthur Phillip*

Mr Cornell reported that a grant of £500 had been given by County Councillor Keith Mans and a grant had been promised of £1,000 from Ineos. A grant request had also been submitted to the Heritage Lottery Fund. However, both he and Mrs Trend were incurring expenses and there would be the cost of the evening event in January, although this would also be a fund raising event.

**RESOLVED:** That the sum of £500 be allocated from Parish Council funds for this event.

In the absence of any other business the Chairman thanked those present for attending and closed the meeting.

\_\_\_\_\_ Chairman

\_\_\_\_\_ Clerk

**MINUTES OF THE MEETING OF THE FINANCE & GENERAL PURPOSES COMMITTEE HELD AT LYNDHURST COMMUNITY CENTRE ON TUESDAY 20 NOVEMBER 2012 AT 7.15 PM**

**Present:** Mr M Rollé (Chairman), Mr M Abbott, Mr G Bisson, Mr P Boyes, Mr J Charlesworth, Mr L Cornell, Mr K Kaljura, Mrs H Klaassen, Mrs A Trend, the Revd Dr C Wilkins and Mrs P Wyeth.

**In Attendance:** Mrs M Weston (Clerk to the Council)

**1. Apologies for Absence**

None.

**2. Declarations of Interest**

None.

**3. Minutes**

**RESOLVED:** That the minutes of the Finance and General Purposes Committee meeting held on 15 November 2011 be approved as a true and accurate record

**4. Matters Arising**

None.

**5. Accounts**

Copies of accounts to today's date had been circulated to all Councillors.

**6. Budget Estimates 2013/2014**

Estimates for the financial year 1st April 2013 to 31 March 2014 were presented.

Allotments Committee	£4,500.00
Amenities Committee	£7,110.00
Cemetery Committee	£6,000.00
Planning Committee	£200.00
Recreation Committee	£20,400.00
Administration	£28,359.00
Total	£66,569.00

**RESOLVED:** That these estimates be accepted.

**7. Clerk's Salary**

The Clerk withdrew from the meeting and discussion took place.

**RESOLVED:** That the Clerk's salary be increased by £1,000 per annum from 1 April 2013 in recognition of work undertaken over and above hours paid.

**8. Any Other Items Requiring Budget Consideration**

*(a) Section 137 Allocation*

Discussion took place regarding possible Section 137 allocation for the financial year 2013/14.

**RESOLVED:** That no specific allocation will be made for Section 137 for the financial year April 2013 to March 2014 but if any grant applications were forthcoming they would be considered on their merits at that time.

*(b) Reserve/Contingency Fund*

The Clerk reported that the reserve fund was in a healthy condition and Councillors were likely, in this financial year, to spend in line with their budgets by 31 March 2013. The non-specific contingency sum set aside for the first time in the current financial year had proved successful.

**RESOLVED:** That the sum of £3,000 be allocated for the financial year April 2013 to March 2014 to allow for any items that might occur that were not already in the budget.

**9. Other Items For Discussion**

*(a) Possible Provision of Speed Indication Equipment*

Traffic speeding through the village was considered to be an important topic that needed to be tackled. The Chairman highlighted the possibility of the Parish Council funding speed indication equipment and three sites were discussed, namely Chapel Lane, Gosport Lane and Swan Green. It was noted that HCC would not be in a position to fund equipment at this stage.

**RESOLVED:** To explore the possibility of providing the equipment, together with maintenance costs.

*(b) Community Amenities (Staging)*

The Community Centre will shortly be purchasing new staging, which will be easier to erect and move around. However, it would not be suitable for outdoor use. The existing staging could be kept for community use if funding could be found.

**RESOLVED:** That, subject to a written request from the Community Association, the Parish Council allocate a grant of £2,000 to be used to retain the old stage for use as a community facility. The Community Association will store the old staging and will be asked to provide an undertaking that, should they decide that the old staging is no longer of any use or becomes unserviceable, they will consult with the Parish Council on the best way forward. This community facility will be advertised in Clerk's Corner to try to gain more usage.

*(c) Bolton's Bench Cricket Pavilion*

The Parish Council had been approached by the Cricket Club who is seeking a grant for essential and unforeseen work to the electricity supply at the cricket pavilion. It was noted that an amount of £529 remains in last year's Precept for Section 137 payments. Mr Cornell said he would be prepared to meet with a representative from the Cricket Club to ascertain what work would be necessary.

**RESOLVED:** That the Clerk contact the Cricket Club and ask that they fill in a grant application form and meet Mr Cornell on site. Subject to the form being returned in order and the necessary confirmation being forthcoming from Mr Cornell, a sum of £500 would be given in grant aid to the Cricket Club, but a stipulation would be made that this money should only be used for the work already specified.

*(d) Donations regarding Remembrance Day Parade*

It was noted that various organisations in Copythorne had given a great deal of support in Lyndhurst during the Remembrance Day Parade, including the provision of two bands.

RESOLVED: That a donation of £100 is donated and that the Clerk liaise with Mr Farmers regarding the recipient. An iTunes voucher to the value of £25 will be purchased and given to the trumpet player, Alec Roberts.

*(e) iPads*

The possible purchase of a further four iPads was discussed. It was noted that the existing four iPads were proving successful.

RESOLVED: That the Clerk be authorised to purchase a four more iPads and protective covers.

## **10. Precept Resolution**

It was noted that the total anticipated precept for April 2013 to March 2014 had increased by £7288. However, this amount could be drawn from the reserve funds held by the Parish Council.

**RESOLVED:** To recommend that a Precept of £62,281 be requested from NFDC for the financial year 2013/2014.

## **11. Parish Champion**

The Clerk reported that there had been three nominations for the award of Parish Champion, namely John Charlesworth, Michael Grant and Vicky Hamilton-Vey. Discussion took place regarding the merits of all three candidates.

**RESOLVED:** That Michael Grant should be awarded the title of Lyndhurst Parish Council Parish Champion, mainly in recognition of the tremendous amount of unstinting and meticulous effort he has put into the updating of the Cemetery records and his ongoing work which would be of great benefit both now and in the future.

In the absence of any other business the Chairman thanked those present for attending and closed the meeting.

\_\_\_\_\_ Chairman

\_\_\_\_\_ Date

## ADMINISTRATION BUDGET INFORMATION

Description	Proposed 2013/14	Actual & Estimated 2013/14	Proposed 2014/15
Salary	17084.00	17084.40	17600.00
National Insurance	1650.00	1650.00	1650.00
GIS	150.00	50.00	150.00
Website	430.00	430.00	450.00
Expenses	3500.00	3506.00	4000.00
Room hire	300.00	380.00	400.00
Auditor	750.00	791.00	800.00
Fees/Periodicals	745.00	750.00	800.00
Insurance	3000.00	2800.00	3000.00
CCTV	750.00	732.00	750.00
<b>Total</b>	<b>28359.00</b>	<b>28173.40</b>	<b>29600.00</b>

## ALLOTMENTS BUDGET INFORMATION

Description	Proposed 2013/14	Actual & Estimated 2013/14	Proposed 2014/15
Room hire/sundries	200.00	0.00	100.00
Fencing	500.00	1740.00	500.00
Plot numbering/signage	150.00	0.00	150.00
Water	500.00	150.00	400.00
Grasscutting - paths	350.00	320.00	350.00
Rent	500.00	492.00	500.00
Tracks	500.00	500.00	500.00
Pest Control	600.00	576.00	600.00
Plot clearance/regeneration	2500.00	2525.00	2600.00
Hedging and ditching	1200.00	1200.00	1200.00
Noticeboard maintenance	200.00	150.00	100.00
Total	7200.00	7653.00	7000.00
Estimated Income	2700.00	2501.00	2500.00
<b>Budget Requirement/Spend</b>	<b>4500.00</b>	<b>5152.00</b>	<b>4500.00</b>

## AMENITIES BUDGET INFORMATION

Description	Precept 2013/14	Actual/Projected Spend 2013/14	Precept Request 2014/15
Seat/Shelter Maintenance	1000.00	270.00	1000.00
Bulbs	250.00	200.00	240.00
Dog Waste Collection	700.00	650.00	700.00
Noticeboards/Signage	300.00	200.00	800.00
Walk	800.00	275.00	300.00
Grasscutting at Great Mead	2000.00	2000.00	1500.00
Consumables/Administration	60.00	70.00	70.00
Graffiti /Removal	0.00	0.00	0.00
Silver Street Contingency Sum	0.00	0.00	500.00
Bus Shelter Replacement	1000.00	1000.00	1000.00
Great Mead	1000.00	2100.00	1000.00
<b>Budget</b>	<b>7110.00</b>	<b>6765.00</b>	<b>7110.00</b>

## CEMETERIES BUDGET INFORMATION

Description	Proposed Budget 2013/14
Cemetery maintenance/war memorial/grasscutting	9250
Fire precautions certificate	100
Business rates	700
Sundry items	500
Chapel maintenance (Internal)	1000
Chapel maintenance (External)	1350
Gas cylinders	100
Tree/rhonododendron work	500
Road/car park maintenance	450
Incinerator	50
Total	14000
Estimate income	8000
<b>Budget requirement</b>	<b>6000</b>

## RECREATION BUDGET INFORMATION

Description	Proposed	Actual & Estimated 2013/14	Proposed 2014/15
Rent	700.00	600.00	650.00
Grasscutting	1000.00	1060.00	1200.00
Picnic benches/seats	400.00	100.00	500.00
Safety surfacing	300.00	500.00	500.00
Insurance	200.00	200.00	200.00
Camera/signage	300.00	100.00	4000.00
Equipment/projects	15000.00		37898.00
Ramp	10000.00		
Maintenance - play area	1000.00	1392.00	1500.00
Fencing/hedges	1500.00	200.00	200.00
Total	30400.00	4152.00	46648.00
Brought/taken forward	10000.00	26248.00	
<b>Budget requirement</b>	<b>20400.00</b>		<b>20400.00</b>



## COMMITTEE AND ADMIN BUDGET FOR PRECEPT REQUEST

Description	Amount
Administration	£29,600.00
Allotments	£4,500.00
Amenities	£7,110.00
Cemetery	£6,000.00
Planning	£250.00
Recreation	£20,400.00
<b>Total</b>	<b>£67,860.00</b>

Our precept should be £65710.00 in order to show no precept increase

In order to show no increase in precept £2150.00 would have to be taken from reserves

This does not allow for any additional items to be added