



Finance and Staffing Committee

Draft Minutes of a meeting held at 7.00pm on Monday **15th November 2021**
in the **Community Room of Cannington Village Hall**

Present:

Parish Councillors: Colin Allen, Mike Phillips, Andrew Vickery and Graham Bell

Members of the public: There were no members of the public present.

Clerk: Tina Gardener

01/12/21 Declarations of Members' Interests

There were no declarations of members' interests

02/12/21 Apologies for Absence

There were no apologies of absence

03/12/21 Minutes of the meeting held on 4th May 2021

The minutes of the meeting held on 4th May 2021 were approved.

04/12/21 Matters Arising

There were no matters arising not covered by separate agenda item.

05/12/21 Staffing

1. Review of hours worked. The Clerk's balance of hours has increased by 25% and the Deputy Clerk's balance of hours is manageable.

06/12/21 Finance

1. To review budget and produce forecast for 2021/22
 - The projected income to 31st March 2021 is £57,448.36 against a budget of £58,760.00 giving a deficit of £1,311.61, this is mainly due to £1,235.00 less income received for the Cemetery.
 - The projected expenditure is £66,784.11 against a budget of £76,322.43 giving a surplus of £9,548.32. This gives a total budget underspend of **£8,236.71**
 - We were forecasting an overspend on expenditure against income this year of £17,572.43. whereas the forecast is now showing an overspend of £9,335.72, giving the difference of £8,236.71
 - The projected balance at 31st March 2022 is **£217,973.04** including restricted reserves of **£187,593.74** giving a revenue reserve of **£30,379.30**
 - Included in this revenue reserve is earmarked balances of **£9,300** to carry forward to next year's budget.
2. Budget provisions and Precept for 2022/23
Considerations were given to the projected forecast for 2021/22 showing an underspend of £9335.72, the majority of this (**£9,300**) will be carried forward to next year's budget.

The noticeable differences between 2021/22 budget and 2022/23 budget are:

- Cemetery income budget reduced by £1,000
- Admin expenses budget increased by £960 (includes a budget of £468 for accounting package subscription).
- Brook budget increased by £1,600 for the brook clearance
- Playing field budget increased by £350
- Village maintenance budget increased by £2,500
- Donation's budget increased by £500
- Speed Indicator budget of £2,000 removed, work completed in 2021/22
- Traffic Calming budget of £5,000 removed, work completed 2021/22
- NHP budget reduced by £1,000
- Bus shelter budget of £6,517.43 removed, work completed in 2021/22

In summary we anticipate a spending of **£10,765** expenditure over income for 2022/23. This will leave a revenue balance of £19,614.30 which is 49% of our precept.

The recommendation is to keep the precept at £40,000 for 2022/23

3. Review Capital works
 1. Existing/ Completed Projects
 - Pavilion refurbishment – complete
 - Jubilee Gardens Kerbing – complete
 - Jubilee Gardens Wall – complete.
 - Defibrillator and phone box in Brook Street – complete
 - Brook Street Bus Shelter - complete
 - East and West Roundabouts – on hold until permission granted from SCC
 - Projector and Screen – order raised
 - Trees – Southbrook and Teals Acre – permission to be sought from SCC

- Office furniture – approval for a budget of £2,000 was given at the PC meeting held on 9th November 2021
- Replacement notice board for the High Street – permission to be sought from Highways

2. Future Projects for consideration

- Trees – Cemetery landscaping
- Future use of the playing fields
- Outdoor gym equipment
- Footbridge between Otters Brook and the park

07/12/21 Items for the next meeting

08/12/21 Date and Time of next meeting

The next meeting will be held in May 2022 unless any urgent business arises

The meeting closed at 8.05pm.

Signed Date