

**Minutes for a meeting of the Finance Committee of Burgh le Marsh Town Council
(amended to a working Group Remote Meeting due to Covid.)
recommendations to full council.**

4th January 2022 at 7.00pm

Present: Cllr Neil Cooper, Cllr Mike Greenhalgh, Cllr Pauline Cooper,
Cllr Pat Phillips.

273.22 Receive apologies.

Full committee in attendance.

274.22 To receive declarations of interest in accordance with the Localism Act 2011.

None.

275.22 Approve and adopt as minutes from the meeting held on 5th October 2021.

Notes from the meeting held on 5th October 2021 were adopted by the full Town Council on 26th October 2021.

276.22 Review of income and expenditure against budget for the current financial year 2021/2022 together with forecast expenditure up to 31st March 2021. (See appendix 1 & 2)

The Committee noted:

Income of £82,663.96, including the parish precept of £71,709.03, LCC Community Hub Grant of £5,167.00 and Vat reclaims of £5,757.93 have been received up to 31st December 2021.

It was noted the parish agreement income from LCC of £1,756 and further vat reclaims of £2,754 are still to be received.

Expenditure of £56,101.19, including vat, have been paid out up to 31st December 2021.

It is was noted the forecast expenditure to be paid out up to 31st March 2022 of approximately £20,000, which will include all general running costs.

An expected underspend of approximately £8,000.00 was noted.

277.22 Review of the current financial position and review of reserve and earmarked funds. (See appendix 3)

It was noted Council's funds at 31st December 2021 total £137,967.56, which includes a general reserve funds of £74,580.16 and earmarked funds for current and future council projects of £41,409.99, leaving a general fund of £23,327.47.

The committee recommend the following to full council:

1. Earmarked fund: Public Toilets at the Market Place, current balance £20,000. It proposed to transfer £10,000.00 to the general reserves until such a time funds are required for cleaning of the war memorial.
2. Earmarked funds: Library Grants, £780.00 and £462.77: It is proposed to transfer this balance to the general fund and budget for 2022/23.

278.22

Finalise precept budget for the coming financial year April 2022 to March 2023, in order to make recommendations to the Full Town Council. (see appendix 4)

The committee noted all budget categories and balances along with current expenditure.

The following budget amount changes are recommended for the coming financial year April 2022-2023.

Cleaning: 2021/22 budget £100.00. Recommended increase of £150.00 to bring inline with current expenditure.

2022/23 budget £250.00

Insurance: 2021/22 budget £2400.00. Recommended increase of £400.00 to allow for additional requirements of insuring the public toilets and Market Place once the asset transfer from ELDC is complete.

2022/23 budget £2800.00

Travel costs: 2021/22 budget £200.00. Recommended to reduce this budget. Travelling is reduced as more clerk meetings and courses are remote.

2022/23 budget £100.00

Subscriptions: 2021/22 budget £1560.38. It is proposed to reduce this budget by £348.38, which is cemetery management software that will not be required.

2022/23 budget £1212.00

Library costs: 2021/22 no budget. It is recommended to allocate a budget for library running costs, such as the tv license.

2022/23 budget £150.00

Electricity: 2021/22 budget £1500.00. It is recommended to reduce this budget by £300.00.

2022/23 budget £1200.00.

Grass Cutting: 2021/22 budget £4720.00. It is recommended to increase the budget by £636.00 to allow for the price increase and to continue to include grass cutting of the windmill field.

2022/23 budget £5356.00

Weed spraying: 2021/22 no budget. It is recommended to add a budget of £500.00 for the cost of weeding spraying.

2022/23 budget £500.00

Equipment: 2021/22 budget £1,000.00. It is recommended to reduce this budget by £500.00. It is expected equipment requirements are reduced given grass cutting is contracted out and other budget categories allow for expenditure where necessary on council owned equipment.

2022/23 budget £500.00

Flower Tubs: 2021/2022 budget £2,000.00. It is recommended to reduce this budget by £500.00 in line with previous costs.

2022/23 budget £1500.00

Christmas: 2021/22 budget £1,500.00. It is recommended to increase this budget by £3,500.00 to support Christmas lighting enhancements in December 2022.

2022/23 budget £5000.00

Church yard lighting: 2021/22 budget 566.80. It is recommended to increase the budget by £3.20 to simply round the budget up.

2022/23 £570.00.

It is also recommended to seek quotations to install LED lighting.

Parish allowance: 2021/22 budget £2,120.00. It is recommended to increase the budget by 280.00 as the council now have the maximum 12 members.

2022/23 budget £2400.00

It is also recommended that the council vote on keeping the parish allowance, transferring to another budget or reducing the precept.

Staffing costs: 2021/22 budget £24,540.68. It is recommended to increase the budget by £535.28, 1.75%.

2022/23 budget £25,075.96.

All other expense budget categories remain unchanged.

Council event (Jubilee): 2021/22 no budget. It is recommended to allocate a one-off budget amount of £2,000.00 for the national event in June 2022.

As this is a one-off expenditure, it is recommended to offset this expenditure and transfer a balance of £2,000.00 from general reserves.

Parish agreement income: 2021/22 budget income £1731.09.

2022/23 budget income £1764.48.

It is also recommended to transfer £4,000 from general reserve to offset against the expenditure budget and reducing the precept claim.

The above recommendations give a total expenditure budget of £82,666.22 with income and general reserve transfers of £7764.48 to be offset on the precept claim.

It is recommended to make a precept claim of £74,901.74. This is an increase of 3192.71 on 2021/22.

However, due to the increase in the tax base from 817 to 844 this is absorbing most of the increase.

The average Band D property will pay an annual amount of £88.75 on their council tax bill. This is increased from £87.77 for 2021/22. A total increase of £0.97 (1.11%)

The committee recommend council vote on:

1. Making a precept claim to East Lindsey District Council for £74,901.74 for the year 2022/23.
2. Vote on transferring £6,000 from general reserve to the expenditure budget, this is £2,000 for the jubilee event and £4,000 for general expenditure.

The meeting closed at 7.45pm

Signed

Dated

Appendix Schedule

1. Income and Expenditure against Budget to date for the year 2021/2022
2. Income and Expenditure forecast 2021/2022
3. Financial position and ring-fenced balances at 31/12/2021
4. Draft budget for 2022/2023