



**Minutes of a Meeting of Alderholt Parish Council Policy and Finance Committee held at The Committee Room, Alderholt Village Hall, Station Road, Alderholt commencing at 1.00pm Monday 24<sup>th</sup> November 2016**

**30/16 Present;** Cllr John Simcock (Chairman)  
Cllr Adrian Hibberd  
Cllr Gina Logan  
Cllr Kate Murton  
Cllr Dave Tooke  
Clerk – Mrs Maria Humby

**Apologies;** None

0 members of the public

**31/16 Declarations of Interest**

None declared.

**32/16 Minutes**

**Resolved; the minutes of the Policy and Finance Committee held on 7<sup>th</sup> November 2016 were confirmed as a correct record and signed by the Chairman, Cllr Simcock.**

The clerk advised that, due to an accounting error, there is an additional £100 remaining in the general grant fund. No letters or cheques had yet been sent out to applicants regarding the decisions that had been made at the last meeting minute reference 27/16.

For the purposes of transparency, Cllr Hibberd advised members that he is married to the Manager of Sunbeams Nursery, and therefore did not partake in the vote.

**Cllrs agreed that the grant allocations should be reconsidered with the following amendments being agreed;**

- **Resolved; to amend the grant to be awarded to the sum of £250.00 to W.O.T.S Project-Alderholt Coach in the Community which in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure  
Voting; unanimous**
- **Resolved; to amend the grant to be awarded to the sum of £200.00 to Alderholt Sunbeams which in the opinion of the Council, is in the interests of the area or its inhabitants and will benefit them in a manner commensurate with the expenditure  
Voting; unanimous**

Chairman's Signature;  
Date;



**Minutes of a Meeting of Alderholt Parish Council Policy and Finance Committee held at The Committee Room, Alderholt Village Hall, Station Road, Alderholt commencing at 1.00pm Monday 24<sup>th</sup> November 2016**

**33/16 Public Open Forum**

There were no members of the public present.

**34/16 To consider 2017/18 Draft Budgets**

Draft 1 Budget spreadsheets and reports had been circulated prior to the meeting. The clerk worked through each category with members adjusting where necessary. It was noted that the Tax base for 2017/18 had not yet been received and therefore the actual band D payment was only an estimate.

The final document is a summary of the payments that were agreed and are to be presented to full council for agreement once they have been updated with the 2017/18 Tax base figure.

**Cllrs resolved to agree the following changes;**

**Salaries**

1. NALC/SLCC Notice E02-16-18 salary award made an increase for salaries 2017/18
2. Clerk appraisal -no employment liaison officer-Cllr D Tooke to complete
3. Keep clerk's hours the same but budget for clerk's overtime (approx. 2 hours per week) particularly with anticipated workload increase from rec rebuild. Cllr Logan confirmed that the burden should not be too much on the office as additional staff will need to be taken on for this project.
4. Clerk total annual hours currently 1048 increase to 1064 (increase August hours to 14 per week)
5. Assistant clerk's hours increased Oct 2016 from 676 to 1092. Reduce August hours to 1064, (14 per week) as no meeting in August

**Admin Costs**

1. BT-Agreed that clerk to sign up to Business Essentials for phone line which will be a fixed mthly fee of £10 for usage to reduce costs to £952 (subject to there being no hidden costs)
2. IT Support-Agreed to decrease to £200 based on this year's costs
3. Website -Agreed to reduce to £200
4. Audit fees –agreed to reduce to £500.00
5. Insurances-agreed to reduce to £2100

**Chairman's Allowance**

Agreed to reduce to £50

**Recreation Ground Costs**

Monthly play inspections. Qtly inspections only agreed for this financial year.

Agreed not to decide contractor now but to budget the same as last year in case change to monthly inspection

**Contingency**

Agree to reduce to 5% to keep costs down



**Minutes of a Meeting of Alderholt Parish Council Policy and Finance Committee held at The Committee Room, Alderholt Village Hall, Station Road, Alderholt commencing at 1.00pm Monday 24<sup>th</sup> November 2016**

**Other Amenities**

General village maintenance fund to cover all maintenance jobs in village incl grit bins. Agreed to reduce to £1000

**General Grants**

Agreed an Increase to £1200 based on no of applications for 2016/17

**Capital Projects**

Request from rebuild working party for funding allocation. No other Capital grants requested.

Reduced by 50% to save costs and as Solar Farm Community Fund now gives out monies twice a year.

Cllrs agreed to change this format. £5000 to be allocated for 2017/18 financial year and then distributed per applications in May and November (same as General budget criteria).

**Service Devolution Budget**

This has been suggested to be set as a new reserve in anticipation of funding services that we may wish to take on as a PC from other authorities (due to their increased cuts and hence cut in provision). At the moment, this is a complete unknown and details are currently being investigated by the clerk. If over the next few years, no new services are taken on this can be reallocated or precept reduced. However, if costs are much higher than this it may be a steep increase in council tax payments once everything is established. Cllrs agreed to set aside £1000

**Cllrs agreed to the following budget headings and precept demand of £79730.00 to be recommended to full council following confirmation of the 2017/18 tax base for Alderholt**

	<u>2016/17</u>	<u>2017/18</u>
<b>ESTABLISHMENT COSTS (A)</b>	<b>42612.91</b>	<b>51346.00</b>
<b>RECREATION GROUND COSTS (B)</b>	<b>8700.00</b>	<b>9008.00</b>
<b>GENERAL VILLAGE COSTS (C)</b>	<b>2400.00</b>	<b>1400.00</b>
<b>CONTINGENCY @ 10% OF A,B,C</b>	<b>5371.29</b>	<b>3087.00</b>
<b>ANNUAL GENERAL GRANT FUND (D)</b>	<b>1000.00</b>	<b>1200.00</b>
<b>ANNUAL RESERVES (E)</b>	<b>7702.00</b>	<b>7689.00</b>



**Minutes of a Meeting of Alderholt Parish Council Policy and Finance Committee held at The Committee Room, Alderholt Village Hall, Station Road, Alderholt commencing at 1.00pm Monday 24<sup>th</sup> November 2016**

<b>ANNUAL CAPITAL PROJECTS (F)</b>	<b>10000.00</b>	<b>5000.00</b>
<b>SERVICE DEVOLUTION BUDGET (G)</b>	<b>0.00</b>	<b>1000.00</b>
<b>PRECEPT (MONEY RAISED FROM COUNCIL TAX)</b>	<b>77786.20</b>	<b>79730.00</b>

<b>Alderholt Tax Base</b>		
<b>2016/17</b>		
Net Budget required for 2016/17	A	77,786.20
Adjusted tax base	D	1,218.00
Resulting Band D Council tax (A / D)	E	63.86
<b>2017/18</b>		
Net Budget required for 2017/18	A	<b>79,730.00</b>
Adjusted tax base (figures not yet advised)	D	1,218.00
Resulting Band D Council tax (A/ D)	E	<b>65.46</b>
Percentage change in Council Tax 16/17-17/18		2.50%
Annual Payment Band D 2016/17		63.86
<b>Annual Payment 2017/18 Band D</b>		<b>65.46</b>
<b>Monthly Payment 2017/18 Band D</b>		<b>5.46</b>
<b>Annual Increase £ per Band D</b>		<b>1.60</b>

Meeting closed 3.38pm

Chairman's Signature;  
Date;



**Minutes of a Meeting of Aldershot Parish Council Policy and Finance Committee held at The Committee Room, Aldershot Village Hall, Station Road, Aldershot commencing at 1.00pm Monday 24<sup>th</sup> November 2016**

Chairman's Signature;  
Date;