

# HARDWICK PARISH COUNCIL

**I hereby give notice that as previously arranged, the Meeting of the Parish Council will be held on  
Tuesday 31 January 2017 in the School at 7:00pm**

*The Public and Press are cordially invited to be present.  
The order of business may be varied at the Chairman's discretion.*

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out below.



Gail Stoehr, Clerk 24 January 2017

## AGENDA

### Open Public Session

- 1. To approve apologies for absence and declarations of interest**
  - 1.1 To receive declarations of interests from councillors on items on the agenda
  - 1.2 To receive written requests for dispensations for disclosable pecuniary interests (if any)
  - 1.3 To grant any requests for dispensation as appropriate
- 2. To review the budget for financial year ending 31 March 2017**
- 3. To approve budget for financial year ending 31 March 2018**
- 4. To set and demand the precept required for the Parish Council to balance its budget**
- 5. Closure of meeting**

Hardwick Parish Council

	Approved Budget 2017	Amount to Date Jan 2017	Percentage of Budget Spent	Amount Remaining	Draft Budget 2018	Notes 2017	Notes 2018
<b>Payments</b>							
Advertising	6,600.00	5,483.00	83%	1,117.00		Includes website costs	Includes website costs and Hardwick Happenings
Insurance	1,800.00	1,863.50	104%	-63.50	1900	year 3 of 3	New insurance policy due in Sept 17 (estimate)
Salaries, pension & PAYE	4,200.00	3,494.28	83%	705.72	5133	assuming no overtime.	Based on NALC Payscales. assuming no overtime. Includes pension and litterpicker
Admin support	11,700.00	9,208.30	79%	2,491.70	11700	year 3 of 3	Current admin support price is due to expire on the 31st March 2017
Ground maintenance, grasscutting & trees	15,500.00	17,608.86	114%	-2,108.86		Grasscutting contract £7822.00 Year 3 of 3 £ Tree survey last done in March 2013. Is a new due in 2016 if so contract o/s	Grasscutting contract FY18 £5760 Year 1 of 3. Tree survey last done in July 2016 contract placed all works completed. FY17 includes Tree/hedge works of £7468 and Rec vertidrainng/fertilizer works of £5732
Admin (Affiliation fees, Gen. supplies)	2,600.00	2,165.38	83%	434.62	2600	estimated	estimated based on workload
Repairs & Assets maintenance	7,000.00	5,384.95	77%	1,615.05		lots of play equipment and bus shelter repairs in FY16 PC to consider from which budget heading the overspend is to be taken. Pavilion roof/guttering and bus shelter repair invoices o/s approx £1900. Drains at the pavilion continue to be a problem.	Drains at the pavilion continue to be a problem.
Street lights	1,450.00		0%	1,450.00	1550	No notification received from CCC but recent streetlighting upgrade programme.	No notification received from CCC cost for FY16=£1546.46
Audit & acct	480.00	442.65	92%	37.35	480	External audit fee £25k to £50k = £200, £50k to £100k = £300 Internal Audit approx £180	External audit fee £25k to £50k = £200, £50k to £100k = £300 Internal Audit approx £180
S137	5,000.00	3,178.60	64%	1,821.40			
Special projects	5,000.00	1.00	0%	4,999.00			
Agency services (P3)		0.00		0.00			
Unallocated/Contingency	2,000.00		0%	2,000.00			Suggest at % unless genreal reserves can be used
<b>Total payments</b>	<b>£63,330.00</b>	<b>£48,830.52</b>	<b>77%</b>	<b>14,499.48</b>	<b>£23,363.00</b>	Baseline budget = £18480.00 (note grass, trees and assets maintenance not included)	Baseline budget = £23363.00 (note grass, trees and assets maintenance not included)
<b>Receipts</b>							
Income pitches	750.00	£500.00	67%		750	FY16 Football Club and Harriers o/s. Additonal fees of £150 Coton Netball. FY17 Harriers o/s.	
Advertising	3,000.00	248.60	8%		0	Period when HH advertising FOC. Fees increased in 2015	
Bank Interest	1,500.00	1,543.66	103%		1600		
Assets maintenance		10.61			10	UKPN wayleave	UKPN wayleave
Precept	47,580.00	47,580.00	100%			To be decided after the PC consider if any reserves can be released or the reserves need to be increased.	To be decided after the PC consider if any reserves can be released or the reserves need to be increased.
Special Projects		0.00					
Pavilion rent	3,500.00	2,625.00	75%		3750	£4k from September 2018	£4kpa from September 2018
Misc		£0.00				FY16 admin	FY16 admin
Release from Reserves	7,000.00		0%				
<b>Total receipts</b>	<b>£63,330.00</b>	<b>£52,507.87</b>			<b>£6,110.00</b>		
<b>Reserves</b>							
	<b>B/F</b>	<b>Receipts</b>	<b>Payments</b>	<b>C/F</b>			
S106 Taylor Woodrow (Cahills Corner Improvments)	29148.07		29148.07	0.00		FY17 Cahills Corner LHI	
Cahills Corner Improvments	1614.77		1140.22	474.55		FY16 Balance moved to Gen Res. Except balance of Cahills Corner works (£1614.77 moved to fund by RFO to match order placed by PC on 17/9/15)	
S106 Lark Rise POS contribution (received 28/01/14)	863.63			863.63		Public open space £3147.29 and community space contribution £520.13 Community fund spent in Jan 2014 on community room. POS fund adjusted for the Worcester Ave swing in FY15.	

S106 Lark Rise Community space contribution (received 28/01/14)	520.13			520.13		
S106 Land adj 3 Lark Rise POS contribution	4947.02			4947.02		
S106 Land adj 3 Lark Rise Community Space contribution	817.56			817.56		
S106 Land Adj 311 St Neots Road POS contribution (received 12/04/16)	0.00	4936.04		4936.04		
S106 Land Adj 311 St Neots Road community space contribution (received 12/04/16)	0.00	815.75		815.75		
Bus Shelter Grant	0.00			0.00		
P3 Scheme	825.00			825.00		
Scout Hut	24000.00			24000.00	PC has increased by £3000pa in previous years.	PC has increased by £3000pa in previous years.
PARC fund	83.25			83.25	PC could consider it being used towards the new play equipment project eg recent surveys.	PC could consider it being used towards the new play equipment project eg recent surveys.
Cricket Club Loan	-1200.00	£400.00		-800.00	£200 every six months. One receipt relates to FY16 received late.	£200 every six months.
Transport consultant	240.22			240.22	Commitment to Bourn Parish Council	Commitment to Bourn Parish Council
CC Yellow lines installation	222.26			222.26	invoice for FY2016 o/s	
General Fund	113723.33			111686.48	Policy 1.5 times annual expenditure	Policy 1.5 times annual expenditure
<b>Total</b>	<b>£175,805.24</b>	<b>£6,151.79</b>	<b>£30,288.29</b>	<b>£149,631.89</b>		
Receipts		<b>£58,659.66</b>				
Payments			<b>£79,118.81</b>			

Notes to draft budget meeting

**1. The Council is asked to review its budget to date.**

receipts os = Hardwick Harriers £500 for past 2 seasons. Is usually 3x£250 and invoiced in March.

Estimated at approx £14500 outstanding

**2. Reserves review**

The PC to agree the level of reserves it wishes to hold. Current policy is 1.5 to 2x annual expenditure

S106 moiney for Larkrise can only be spent on outdoor play facilities. The indoor facilities section of the fund has already been allocated to the Community Room

**3. Draft Budget FY2018**

Please note the comments alongside the budget. The unshaded cells are based on contracts in place or historic receipts & payments. (RFO to support)

The Council is asked to review all cells and complete the shaded cells, eg grasscutting and trees, assets maintenance, S137 donations to Clubs & organisations, special projects.

S137 if the PC budget an amount it should only spend upto this amount and not over (as in the current year). If not used the balance is released to the general reserves it can not be carried forward. Please Note NALC advice that money can not be given to churches (LGA 1894 S8)

Are there any special projects for FY 2017 that have not been put in hand and should be?

**4. Precept required**

The baseline amount required to balance the budget is £23363 (£21105 last year). Any changes to shaded cells, S137 donations and special projects which are not out of the S106 money would raise the resulting Precept demand accordingly

The amount required to balance the budget - payments - receipts = the precept

To work out the amount a band D house pays the Precept should be divided by 939.1 (the advised collation rate). In the current FY2017 the number of Band D properties was 944.4 = £50.38, in FY16 it was 938 = £55.06, in FY2015 it was 922.1 = £56.01, in FY2014 it was 921.3 = £56.06pa and in FY2013 it was 921.3 = £56.33pa).