

HARDWICK PARISH COUNCIL

**I hereby give notice that as previously arranged, the Meeting of the Parish Council will be held on
Tuesday 6 February 2018 at the School at 7.00 pm**

The Public and Press are cordially invited to be present. The order of business may be varied.

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 30/01/18

AGENDA

Open Public Session including reports from the County & District Councillors

- 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 2018 against receipts and payments and to consider any outstanding projects or spending and to make arrangements for these**
- 3. To consider and approve budget for financial year ending 31 March 2019**
- 4. To set and demand the precept required for the Parish Council to balance its budget**
- 5. Closure of meeting**

* NB Some planning and tree works applications may not be specifically listed on this agenda but may still be considered by the Parish Council due to the time constraints of making a recommendation to the District Council. For more information see the current planning application consultations on <http://plan.scambs.gov.uk/swiftlg/apas/run/wchvarylogin.display>

Hardwick Parish Council meets on the fourth Tuesday in each month except December when the meeting is on the third Tuesday. Meetings are held in the School but occasionally, when the School is closed they are held in the Pavilion. Please check the notice board for the venue which is shown on the agenda for each meeting.

Hardwick Parish Council

| | Approved Budget 2018 | Amount to Date Jan 18 | Percentage of Budget Spent | Amount Remaining | Draft Budget 2019 | Notes 2018 | Notes 2019 |
|--|----------------------|-----------------------|----------------------------|--------------------|-------------------|--|--|
| Payments | | | | | | | |
| Advertising | 3200 | 1,742.45 | 54% | 1,457.55 | | Includes website costs and Hardwick Happenings | PC to complete |
| Insurance | 1900 | 1,719.13 | 90% | 180.87 | 1750 | New insurance policy due in Sept 17 (estimate) | Year 2 of 3 |
| Salaries, pension & PAYE | 5133 | 4,308.10 | 84% | 824.90 | 5329 | Based on NALC Payscales. assuming no overtime. Includes pension and litterpicker | Based on NALC Payscales. assuming no overtime. Includes pension and litterpicker |
| Admin support | 11700 | 9,750.00 | 83% | 1,950.00 | 12025 | Current admin support price is due to expire on the 31st March 2017 | Current admin support price is due to expire on the 31st March 2017 - Based on 3 Year contract |
| Ground maintenance, grasscutting & trees | 13000 | 10,052.56 | 77% | 2,947.44 | | 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 vertidrainin/fertilizer works of £5732 | Grasscutting contract FY18 £5760 Year 2 of 3. Tree survey last done in July 2016 Rec vertidrainin/fertilizer works of £5732 (approx) due in FY19 |
| Admin (Affiliation fees, Gen. supplies) | 2600 | 2,163.52 | 83% | 436.48 | 2600 | estimated based on workload | Estimated based on workload. PC to consider affiliations (CAPALC, Community Assoc. ICO, Parish Online) incl LCPAS. . Implications of GDPR unknwn. |
| Repairs & Assets maintenance | 8000 | 7,869.54 | 98% | 130.46 | | Drains at the pavilion continue to be a problem. | |
| Street lights | 1550 | | 0% | 1,550.00 | 1620 | No notification received from CCC cost for FY16=£1546.46 | No notification received from CCC cost for FY17=£1583.2 |
| Audit & acct | 480 | 573.85 | 120% | -93.85 | 500 | External audit fee £25k to £50k = £200, £50k to £100k = £300 Internal Audit £200 LCPAS - may be higher if additional work required | External audit fee £25k to £50k = £200, £50k to £100k = £300 Internal Audit £200 LCPAS - may be higher if additional work required |
| S137 | 5000 | 1,000.00 | 20% | 4,000.00 | | | In FY18 Mother & Toddler, Pre-school, Brownies and Play Parks. PC to complete |
| Special projects | 0 | 0.00 | | 0.00 | | | PC to complete |
| Agency services (P3) | 0 | 0.00 | | 0.00 | | | |
| Unallocated/Contingency | 2,000.00 | | | 2,000.00 | | Suggest at % unless genreal reserves can be used | Suggest at % unless genreal reserves can be used |
| Total payments | £54,563.00 | £39,179.15 | 72% | 15,383.85 | £23,824.00 | Baseline budget = £23363.00 (note grass, trees and assets maintenance not included) | Baseline budget = £23824 (note grass, trees and assets maintenance not included) |
| Receipts | | | | | | | |
| Income pitches | 750 | £500.00 | 67% | | 625 | | HH outstanding £250 - fees to be reviewed. Invoiced in March. |
| Advertising | 0 | 0.00 | | | 0 | | |
| Bank Interest | 1600 | 1,310.68 | 82% | | 1600 | | |
| Assets maintenance | 10 | 91.70 | | | 10 | UKPN wayleave | UKPN wayleave - £91.70 in FY17 (backdated to 2012) |
| Precept | 42453 | 42,453.00 | 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 | 3750 | 1,450.00 | 39% | | 3875 | £4kpa from September 2018 | £4kpa from September 2018 |
| Misc | | £0.00 | | | | FY16 admin | FY16 admin |
| Release from Reserves | 6000 | | 0% | | | | |
| Total receipts | £54,563.00 | £45,805.38 | | | £6,110.00 | | |
| Reserves | | | | | | | |
| | B/F | Receipts | Payments | C/F | | | |
| Cahills Corner Improvments | 474.55 | | | 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) | IN FY16 PC agreed to move balance to Gen Res. Except contracted amount. Invoice came in at £474.55 less. PC to consider moving balance to gen res. |
| 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 | 0.00 | | | |
| 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) | 4936.04 | | 1467.47 | 3468.57 | | | |
| S106 Land Adj 311 St Neots Road community space contribution (received 12/04/16) | 815.75 | | | 815.75 | | | |
| Bus Shelter Grant | 0.00 | | | 0.00 | | | |
| P3 Scheme | 269.02 | | | 269.02 | | | |
| Scout Hut | 27000.00 | | | 27000.00 | | 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 |
| Cricket Club Loan | -800.00 | £400.00 | | -400.00 | | £200 every six months. | £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 | | | |
| Play Equipment | 0.00 | £2,500.00 | | 2500.00 | | | |
| HH Advertising | 0.00 | £75.00 | 75.00 | 0.00 | | | |
| General Fund | 97097.36 | | | 114383.06 | | Policy 1.5 times annual expenditure | |
| Total | £137,486.79 | £2,975.00 | £6,489.49 | £151,258.00 | | | |
| Receipts | | £48,780.38 | | | | | |
| Payments | | | £45,668.64 | | | | |

Notes to draft budget meeting

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

receipts os = Hardwick Harriers £200 for season 16/17. Is usually 3x£250 and invoiced in March. PC agreed 50% reduction for HH 17/18 season
Estimated at approx £15300 outstanding

2. Reserves review

The PC to agree the level of reserves it wishes to hold.

S106 money 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 FY2019

The Council is asked to review all cells

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 2018 that have not been put in hand and should be?

4. Precept required

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 945.1 (the advised collation rate). In the current FY2018 the number of Band D properties was 939.1 = 45.21