

OTTERBOURNE PARISH COUNCIL
Minutes of the Finance Meeting 10 November 2008 in Otterbourne Village Hall

Attending: Cllrs Andrews (C); Surridge; Oldham; Hudson. Clerk

1. **Apologies:** None received.

2. **Assessment of Parish Accounts**

The Clerk had produced a report updating the accounts to show current balances.

A new account The Co-operative Bank Guaranteed Reserve had recently been opened. This was a 3 month fixed interest rate and access and contained £40,000. Funds totalling £50,000 for this had been taken from accounts: No 3 (£982.50), No 5 (£16,141.26), No 1 (£20,000) and No 2 (£12,900). The remaining balance (£10,023.76) had been retained in the Lloyds TSB Treasurer's account in order to cover initial funds (in addition to the £27,854 in the No 6 account) imminently required for the Children's Play Area until grants from WCC and Veolia had been received. Once these grants were in hand a decision to invest the £10,000 in the Co-operative Bank Reserve account (bringing it to £50,000) would be taken.

The No 1 Open Spaces account would be closed and open spaces funded from the Precept commencing 2009. The majority of funds within this account had been transferred to the new Co-operative Bank Reserve account for use on future projects.

The No 2 Deposit account held the remaining amount from the 2008/09 Precept to cover the five months expenditure Nov '08-Mar '09 (forecast £12,000), set aside funds for Street Lighting Replacement (£4,900) and Pavilion Maintenance (£2,000).

The No 3 Clerk's Gratuity account had been closed and the balance transferred into the Co-operative Bank Reserve account.

The No 5 Reserve account had been closed and the balance transferred into the Co-operative Bank Reserve account.

The No 6 Children's Play Area account currently held £27,854 in order to cover the play area equipment before grants were received. The Parish Council had agreed expenditure of £6,746 from this account towards the play area and a decision would be taken on how the remaining balance of approx £20,000 would be reallocated in due course.

3. **Proposals for Expenditure 2009/10**

Several proposals had been received and were considered as follows:

Play Area: footpath to link car park with play area, litter bins, benches and reinstatement of the area after works. £10,400 was set aside from reserves, but it was hoped that a grant from Awards for All would be received towards the footpath and a grant from the Cranbury Trust towards the benches and litter bins.

Kissing Gates: two kissing gates to replace stiles along Parish footpaths. £500 c/f from the 2008/09 Precept Disability Provision would be used together with a further

provision of £500 under this item from the 2009/10 Precept. A grant would also be sought from HCC to cover 50% purchase.

Youth Area: set of swings plus safety matting underneath including installation. £3,940 from reserves.

Speed Limit Reminder Sign: £1500 from reserves to purchase an SLRS on basis of 50%, ie, with at least one other Parish.

Woodland Copses: £5000 from reserves to aid the purchase of the woodlands by SOCCT if required.

Public Car Parks Refurbishment: £1000 from reserves to start a sinking fund for refurbishment to include renewal of line marking.

Play Area Maintenance/Replacement: No provision made.

Pavilion: £2000 already set aside from previous years for Health & Safety maintenance requirements. A further £1000 from reserves set aside.

Street Lighting: £4900 already set aside from previous years for replacement of street lights owned by the Parish. A further £1000 from Precept 2009/10 with consideration of a further light along the footpath leading to Otterbourne School/ St Matthew's Church.

Parish Lengthsman: No provision made.

Bollards and Boundary Markers: £1000 from Precept 2009/10 for replacement of the bollards along the Common bordering Main Road.

Sandbags: £500 from reserves if required.

Purchase of Recreation Ground: To be considered further by full Council. Reserve funds being accrued.

Total additional expenditure funded from reserves was £23,340. Additional expenditure from Precept was £2,500.

4. **Expenditure Analysis 2008/09 estimated 2009/10**

Individual items of overhead expenditure were considered by the Committee. The expenditure for the year was estimated at £31,498 against £28,841 for 2008/09: an increase of 0.9%. Income was estimated at £5,173 offset against this figure.

5. **Recommendation of Precept for 2009/10**

Precept recommendation of £26,325 recommended for 2009/10 against £26,601 for 2008/09 = -1.04% and equates to £37.77 per household of 697 total within Parish.

PRECEPT REQUIREMENT 2009/10

OVERHEAD EXPENDITURE	2008 Budget £	2009 Provision £
Allotment Water Charges	200.00	200.00
Audit Fees	868.00	650.00
Bin Emptying - Dog and Litter	705.00	708.00
Bins - New and Replacement	0.00	0.00
Bollards and Boundary Markers	500.00	1000.00
Bus Shelters - Cleaning	1320.00	1284.00
Bus Shelters - Repairs	300.00	330.00
Chairmans Allowance	350.00	200.00
Churchyard Maintenance	440.00	540.00
Clerk's Expenses - Mileage	360.00	360.00
Clerk's Expenses - Telephone	252.00	240.00
Clerk's Gratuity	0.00	0.00
Clerk's Office Allowance	780.00	780.00
Clerk's Salary	7680.00	7978.00
Clerk's/Councillor's Training	100.00	100.00
Contingencies	1430.00	1500.00
Councillors' Expenses	150.00	150.00
Donations/Free Resource S137	300.00	500.00
Disability Provision	500.00	500.00
Footpath Clearance (at Allotments)	95.00	90.00
Hedge/tree works/general works	0.00	350.00
HMRC Employer's Contributions	278.00	313.00
Insurance - pavilion and other assets	1756.00	2458.00
Kickabout Area - Rental	1.00	1.00
Legal Costs	1500.00	1000.00
Miscellaneous	150.00	150.00
Notice boards maintenance	0.00	0.00
Open Spaces/Car Park - Maintenance	0.00	2040.00
Parish Hall - Hire	280.00	280.00
Pavilion Alarm Service	126.00	132.00
Pavilion Maintenance	2000.00	0.00
Petty Cash	600.00	600.00
Publications	20.00	20.00
Recreation Ground Maintenance	3300.00	2320.00
Recreation Ground - Play/Youth Areas	0.00	250.00
Recreation Ground Water Charges	90.00	100.00
Seats - Repairs	200.00	0.00
SLRS - maintenance	100.00	360.00
Stationery/Printing	200.00	500.00
Street Lighting - energy	360.00	414.00
Street Lighting - maintenance	825.00	375.00
Street Lighting - new provision	0.00	1000.00
Subs - HALC/CPRE/OCG/WDAPC	400.00	400.00
Virtual Server for Computer	125.00	125.00
War Memorial Grass Cutting - S137	200.00	200.00
Woodland Copses - maintenance	0.00	1000.00
Total ex VAT	28841.00	31498.00

ADDITIONAL EXPENDITURE	2008 Budget £	2009 Provision £
Play Area		10400.00
Youth Area		3940.00
Speed Limit Reminder Sign (SLRS)		1500.00
Woodland Copses		5000.00
Sandbags		500.00
Pavilion H&S maintenance		1000.00
Car Parks - refurbishment		1000.00
Total Additional Expenditure	31941.00	23340.00
Total Proposed Expenditure		54838.00

FORECAST INCOME	2008 Budget £	2009 Provision £
Allotments including garage store	430.00	430.00
Ground Rent Footpath White Horse PH	110.00	120.00
Interest on Accounts	3500.00	3323.00
Sports Club Rent	1300.00	1300.00
Total Income		5173.00
Reduction in Reserves		23340.00
Precept Requirement	26601.00	26325.00