



Chairman: Councillor Martin Flanagan
Clerk and RFO: Maureen Holliday

**Minutes of the Meeting of the Resources, Staffing, and Strategy Advisory Group
Monday 6 November, 2017, 19:00 Pitsford Farmhouse, Church Lane, Pitsford. NN6 9AJ**

In attendance: Cllr Flanagan, Isaacs, Jaffrey.
Maureen Holliday, Parish Clerk and RFO

- 1/17R Resolution to approve apologies for absence: None
- 2/17R Resolution to sign and approve minutes of the meeting 6 March 2017.
- 3/17R Declarations of Interest on items on the agenda:
- 4/17R Budget,

i) Analysis of costs to date

The Budget Analysis of costs year-to-date, anticipated cost to the year-end and the reserves to-date were examined and discussed. Please see the attached spreadsheet for detail. **Administrative expenses** were higher than expected due to additional printing costs for flyers, NNOR consultation and boards purchases (which can be utilised for the Neighbourhood Plan Exhibition).

ii) Anticipated additional requirements

Further expense is anticipated, mainly for printing. However, that depends upon the decision on the way forward on printing the Village Newsletter.

Anticipated expenditure Approx £2-300:

The Village Newsletter printing costs are likely to be a Parish Council expense from January to March of this financial year (approx £135). There is a reserve of £500 from the Grant agreed.

Newsletter printing £800 estimate (there will still be a reserves balance of the Grant £365)

The current newsletter is made up of 300 copies of 2A4 sheets, double-sided, over 10 editions = 12,000 prints per year. This is likely to increase as more pages are added.

Mono printing is cheap 0.003, colour is more expensive at .035. The budgeted amount is for 12,000 mono and 12,000 colour. This includes toner, spares, call out etc., The machine could be housed in the Village Hall meeting room (permission to be obtained). Codes can be allocated to, say, WI, British Legion etc., who could donate the cost to the PC.

The lease of a copier for the printing of the newsletter is **Recommended**

The production of the Newsletter: The final copy of the newsletter should be agreed by The Chairman or other Councillor and the Clerk prior to production. **Recommended**

At the Newsletter meeting John Hancock had obtained some quotations for a stand-alone printer which could possibly be housed in the Village Hall. Modern printers can be linked to a telephone line for monitoring and supplies. The clerk has researched additional suppliers.

With this in mind the Clerk suggested that it would be helpful to have WiFi in the Village Hall. Many Parish Councils now have this facility for meetings. The cost of a BT line £49.99 and Broadband £35 per month were quoted by BT – special offer rates that may change. Totalling £155. WiFi estimate including installation £420. **Recommended**

Training: Estimate of training needs to the year-end £350. Being £100 training and £250 CiLCA Portfolio fee for Clerk which was agreed at the July (035/17) meeting but has not yet been paid. Reduce training fees from £600 to £500 for 18/19. **Recommended**

Streetlighting and Power: Power costs were reduced by switching in 17/18 yr. the new supplier charges will total £1,140 against E.on current charging rate for year £1,542.

There were a small number of repairs and a major replacement cost for the lamp in Church Lane.

Only power costs and small repairs have been included for 18/19 as money is set aside in the reserves for the lighting project.

The Clerk has circulated details of the loan scheme by the Public Works Loan Board which is the route often taken by Councils for major capital projects and which would incur a low interest charge. It is necessary to show a reserve for the annual cost of a loan, say, £3,500 estimate.

There is a value of £4,500 in Reserves to cover the replacement of the Mercury Vapour Lights.
Recommended

Verge Trimming and Village Maintenance: The surplus of £911 could be spent by the year end on a project to clean up the village i.e., gutter and footway clearing, signs cleaning and re-painting. The figure of £3,500 should be sufficient to cover expenditure in 18/19. **Recommended**

Sportsfield mowing should remain the same despite a possible underspend this year due to fewer mowing days.
Recommended

Grants should remain at £1,000. **Recommended**

iii) Increase on Earmarked Reserves:

Budget to Increase Bus shelter Northbound reserve by £1,000 to £3,000.

Village Sign: Increase Reserve by £3,000, Budget for a further £1,000 in 18/19

Shared PCSO: Awaiting final estimate of cost to the village. £3,500 budgeted.

Reserve for 17/18 £2,500. **Recommended**

Subscriptions and Election costs: It was suggested that these should remain the same for 18/19
Recommended.

iv) Transparency Fund and Website cost: Noted

The balance of the Transparency Grant received stands at £2210 after purchase of computer and software and the website annual fee.

More work is required to be carried out to meet compliance levels on the website. The Transparency Grant includes funding to cover the Clerk's time to perform this task.

The Fee for the website for 18/19 is estimated at £600, probably less.

Grant opportunity ends in March 2018 and all grant funds have been received. **Noted**

Updated Reserve Allocation 17/18:

Please see this allocation on the Bank Reconciliation sheet. There will be a further increase in 18/19 as per the Budget. **Noted to be revisited at the year end.**

v) Identify new activities/projects for 2017/18 The **Neighbourhood Plan reserve** has not been increased as there are grants available to cover the majority of the costs of this plan and which should be applied for in advance of spending.

vi) Requirements 2017/18

Administration

The Clerk asked for an increase in working hours of 2 per week making 10 per week.

Recommended to be discussed at full council meeting.

The Budget for 18/19 shows a salary figure for 2 hours and a second figure for 1 extra hour per week. ([Clerk Job Description](#)) Click link

vii) Internal and External Audit.

5/17R Audit Reports

Internal Audit: No issues were disclosed.

BDO External Audit: No issues to disclose

A couple of items were noted but BDO comments state that they are not considered to be either a breach of legislation or proper practices or other matters to report. They are not raised as formal matters and do not require reporting to the council.

6/17R Date of Next Meeting: Date and time to be confirmed

Date:

Signed.....