

**Keswick and Intwood Parish Council Meeting on 13<sup>th</sup> January 2015.  
Minutes of the Meeting held at the Reading Room, Keswick at 19.00.**

*Present:* Kevin Hanner (KH) (Chair); Brian Morrey (BM); Bob Baxter (BB); Tim Love (TL); and Phillip Brooks (Clerk).

*1. To consider apologies for absence:* it was resolved to accept apologies from Ruth Ripman (RR).

*2. Declarations of Interest:* a) in accordance with s.31 of the Localism Act 2011, Members to declare any Disclosable Pecuniary Interests in items on this Agenda; and b) the Clerk to report any written requests for dispensation in respect of items on this Agenda: there were none.

*3. To set the Parish Council Precept Requirements for 2015 – 16.* The financial summary and budget documents circulated prior to the meeting and attached to these minutes were considered together with options for setting the 2015 – 16 Precept. Councillors were mindful of the falling grant being received from SNDC which was a trend likely to continue; repairs to the Reading Room which remain outstanding; possible impacts arising from occupation of the Fir Hill estate and creation of the village green; the need to make provision for maintenance of the Parish Council's assets including the notice boards and IT equipment; and the increasing trend for parishes to be called upon to "match fund" work being done by local authorities, which might be significant for work such as dealing with flooding in the vicinity of the Fir Hill development. Whilst Councillors recognised the impossibility of providing for all of these items from Parish funds it was nevertheless thought prudent to make a small increase in the Precept but with a minimal impact on residents. It was therefore resolved to:

- set the Precept at £5,234 which, including the grant of £366, makes a total payable to the Parish of £5,600 (£5,283 in 2014 - 15); and
- accept the impact of the change which would increase the 2015 - 16 Band D Parish Council Tax Charge by £0.17 to £26.70 (2014 - 15 £26.53), being a percentage increase shown on Council Tax bills of 0.6%.

The meeting closed at 19.30.

*Phillip Brooks  
Parish Clerk  
15<sup>th</sup> January 2015*

Financial Summary at 31.12.14

<b>Receipts</b>	£
Balance brought forward	3,910.31
Precept 24.04.14	2,454.00
SNC Grant	375.00
Litter Pick Prize	20.00
VAT repayment	143.65
Precept 24.09.14	2,454.00
<b>Total:</b>	<b><u>9,356.96</u></b>

**Expenditure**

NALC Subscription (21.05.14) CQ.440	117.34
Anne Barnes Audit Fee (21.05.14) CQ 441	35.00
Phillip Brooks Expenses (21.05.14) CQ 442	33.00
Phillip Brooks Salary (30.06.14) CQ 443	378.00
HMRC PAYE (30.06.14) CQ 444	252.00
NALC Summer Conference (13.06.14) CQ 445	45.00
NRCC Subscription (13.06.14) CQ 446	30.00
Phillip Brooks Expenses (02.07.14) CQ 447	18.79
Ladywell Accounting CQ 448	31.00
HMRC PAYE (30.09.14) CQ 449	252.00
Phillip Brooks Salary (30.09.14) CQ 450	378.00
Phillip Brooks Expenses (02.07.14) CQ 451	86.58
Phillip Brooks NPTP Training CQ452	40.00
Phillip Brooks Salary (31.12.14) CQ 453	378.00
HMRC PAYE (31.12.14) CQ 454	252.00
Came and Co Insurance (15.12.14) CQ 455	542.02
<b>Total:</b>	<b><u>(2,868.73)</u></b>

**Balance:** **6,488.23**

**Budgeted expenditure for remainder of year**

Clerks Salary (inc. PAYE)	(655.00)
Clerks Other expenses	(114.00)
Society Local Council Clerks	(75.00)
Reading Room Maintenance	(1,000.00)
Sundry	(60.00)
<b>Total:</b>	<b><u>(1,904.00)</u></b>

**Other receipts due:**

None

**End of Year Balance** **4,584.23**

Notes:

1. All amounts include VAT as appropriate
2. £23.90 is held in our deposit account.
3. The end of year balance has increased by £264.86 due to VAT recovery and not having to pay an External Audit fee this year. There is also a £20.00 prize for undertaking the litter pick earlier this year which we must show as having been spent "for the benefit of the community".

Phillip Brooks (Clerk and RFO)

31<sup>st</sup> December 2014

**Keswick and Intwood Parish Council. Draft Budget 2015-16.**

	2014-15 (Budget)	2014-15 (Actual)	2015-16
<b>Receipts</b>			
Precepts and Grant	5,250	5,283	5,250
VAT Refund	-	144	-
Interest on Deposit Account.	-	-	-
Contribution from Reading Room Cttee.	-	20 *	-
<b>Total</b>	5,250	5,447	5,250
<b>Payments</b>			
NALC Subscription	116	117 (+ 1)	120
NRCC Subscription	20	30 (+10)	30
Audit Fee	100	- (-100) **	-
Internal Audit Fee	35	35	40
Insurance	554	542 (-12)	542
Clerks Salary	2,520	2,545 (+25)	2,576
Clerk's Expenses	200	407 (+207) ***	400
Ladywell Accounting (PAYE service)	31	31	35
Legal expenses	-	-	-
VAT Recoverable	50	6 (- 44)	25
Reading Room Maintenance	1,000	1,000	500
Sundry	100	60 (- 40)	100
<b>Total</b>	4,726	4,773 (+ 47)	4,368

Budget Surplus	524	674	882

Notes:

**2014 – 15 Outcome**

- Italic figures in Actual column are the estimated spend.
- Overall the anticipated budget surplus increased by £150.00 due mainly to the recovery of outstanding VAT, a small increase in the Precept, and not having to pay an external audit fee.

\* Prize from SNDC for litter pick organised by Reading Room Committee.

\*\* No fee was charged because the Council falls below the fee threshold and the account was “signed off” without any questions from the Auditor.

\*\*\* Includes: SLCC Membership (£75.00), NALC Summer Conference (£45.00) and Website Training (£40.00) totalling £160.00. It is anticipated there will be some savings during the last quarter.

**2015 – 16 Assumptions**

- The Council will set a precept which, combined with the grant, will achieve an income of £5,250.
- There will be no audit fee.
- Insurance charges will not increase as the Council has a three year agreement with came and Co.
- All other expenses will be comparable to 2014 – 15.

Phillip Brooks (Clerk and RFO)

11<sup>th</sup> January 2015