Keswick and Intwood Parish Council Meeting on 8th January 2020.
Minutes of the Meeting held at the Reading Room, Keswick at 19.00.

Present: Kevin Hanner (KH) (Chair); Marguerite Russell (MR); Monica Warmerdam (MW); Tim Love (TL); Sue Hendrey (SH); David Vail (DV) and Phillip Brooks (PB) (Clerk).

Also Present: There were no others present.

2020/01. To consider apologies for absence: it was resolved to accept apologies from Jan Hill (JH).

2020/02. 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.

2020/03. Public Participation:

- *Resolution to adjourn the meeting for public participation and any County and District Councillor reports:* there were none.

2020/04. To confirm minutes of the Parish Council Meeting on 13th November 2019: it was resolved to accept the minutes as a true and accurate record.

2020/05. To report matters arising from minutes not on the Agenda: for information only: there were none.

2020/06. Parish Council vacancy. Co-option of David Vail to the Council: David Vail was co-opted to the Council.

2020/07. To Agree the Budget for 2020-21 and set the Parish Precept for 2020-21: Councillors discussed the budget paper submitted earlier by the Clerk and attached to these minutes. It was then resolved to set the Precept requirement at £6,000 resulting in a Band D charge shown on Parish Council Tax Bills of £28.99. (Last year the band D charge was £28.28 and a precept of £5,799.)

2020/08. Correspondence received: there was none.

2020/09. Items for the next meeting: there were none.

The meeting closed at 19.45.

Phillip Brooks
Parish Clerk
10th January 2020.

Keswick and Intwood Parish Council Draft Budget 2020-21 and 2021-22 and Precept Setting.

This document compares actual performance of the 2019-20 budget with the original proposal. It also contains a budget for 2120 -2021 and 21-22; and proposals for the 2020-21 precept.

1. Keswick and Intwood Parish Council Draft Budget 2020-21 and 2021-22

1.1. The following table compares actual performance of the 2019-20 budget with the original proposal. It also contains a budget for 2020-21 and 2021-22.

	2019-20 (Budget)	2019-20 (Actual)	2020-21 (Budget)	2021-22 (Budget)
Receipts	£	£	£	£
Precepts and Grant	5,799	5,799	6,000	6,150
VAT Refund	-	-	60	-
Interest on Deposit Account	-	-	-	-
Other Income	-	220*	See note.	See note.
CIL Payment	-			
Total	5,799	6,019	6,060	6,150
Payments				
NALC Subscription	165	*165*	170	175
Training	250	*150*	200	250
Internal Audit Fee	50	45	50	50
Insurance	600	633	645	650
HR Payments (inc. PAYE)	2,727	*2,764*	2,805	2,848
Clerk's Expenses	200	*200*	220	240
Ladywell Accounting (PAYE	35	32	35	35

Services)				
Legal Expenses and other fees. (Information Commissioner.)	35	500	500	40
VAT Recoverable	20	*20*	25	25
Reading Room Maintenance	-	220*	250	250
Bus Shelter Cleaning	250	120	150	150
Computer Service/ Agreement	399	399	499	499
Sundry	150	-	150	150
Contingency for asset replacement	100	100	150	150
Total	4,981	5,348	5,849	5,512
Budget Surplus.	818	671	211	638

1.2. Notes:

2019-2020 Outcome:

The projected expenditure variance of (£147.00) (£671 - £ 818)) is made up as follows:

Training	100.00
Internal Audit Fee	5.00
Insurance	(33.00)
HR Payments	(37.00)
Ladywell Accounting	3.00
Legal Expenses	(465.00)
Bus Shelter Cleaning	130.00
Sundry	150.00
Total	**£ (147.00)**

***** Relates to the Litter Picking Prize Draw which it is resolved and agreed with SNC can be donated to the Reading Room double glazing project. The expenditure thus balances the additional income.

1.3 Explanation of significant variances (£100 or more):

- Training: some recent training books with NALC was cancelled (by NALC) and is being rearranged. It is important that training is kept going for the Clerk and Councillors to be sure our Local Authority Foundation Award is renewed what that time comes around
- Legal Expenses: assumes possible payment of about £465.00 in planning consultancy fees before 31st March and the same amount in 2020-21
- Bus shelter cleaning: Chris Hare has maintained his prices and the frequency of cleaning has not changed; and
- Sundry expenses: none have occurred.

1.4. 2020-2021 Assumptions:

- The Harford Triangle development may produce some significant CIL (Community Infrastructure Levy) payments but there is no indication of what these might be and when they might become available. Otherwise, it is assumed our Precept will be increased by around 2.5%.

- The following increases are assumed:

NALC subscription	5.00
Training	50.00
Internal Audit	5.00
Insurance	12.00
HR Payments	41.00
Clerk's Expenses	20.00
Ladywell Accounting	3.00
VAT	5.00
Reading Room	30.00
Bus Shelter Cleaning	30.00
Computer Service Agreement	100.00
Sundry	150.00
Asset replacement	50.00
Total Increases	**501.00**

The Reading Room provision actually equates to a £250 increase because there will be no equivalent of the previous year's £220.00 litter picking prize contribution. Although the Reading Room is presently financially sound, it seems prudent to make some provision towards contributing to expenses, especially with the double glazing project planned.

Furthermore, the Council has £266.00 of CIL payments included in its balance which must be spent within the next three years in a manner beneficial to the Parish. It's worth a special note that CIL money cannot be used for traffic management related expenditure.

1.5 2021-2022 Assumptions:

- It is anticipated that by 2021-22 the Harford Triangle development will have produced some significant CIL payments but at this stage there is no indication of what these might be so no provision has been made for that extra income. Otherwise, it is again assumed our Precept will be increased by around 2.5%.

- Similar increases have been made to the 2020-21 assumptions the main difference being there is no provision for planning consultancy fees.

2. Precept Setting 2020-21

2.1. In addition to the comments in section 1 above, it is a material consideration that if the budget turns out as anticipated the Council's bank balance will increase to over £11,000.

The current account balances carried forward over the past five years have been

- 2015-16 £5,704
- 2016-17 £6,721 (+ £1,017)
- 2017-18 £9,520 (+ £2,799)
- 2018-19 £9,780 (+ £260)
- 2019-20 £10,448 (+ £668)
- *2020-21* *£11,118* (+ £670)

Council balances are tending to be more than double the annual spending and this may need to be explained in the Annual Financial Return. Councillors have previously agreed this was justified because of unknown requirements the Council may encounter regarding forthcoming planning applications; and possibly match funding road safety improvements. However, there is nothing definite to evidence the need for a further significant increase in the reserves currently being held. This is especially so bearing in mind that the Harford Triangle Developer must fund a traffic management plan for Low Road and there is the possibility of CIL payments coming forward from that Development too.

2.2. The Band D figure shown in the Council Tax bills is calculated by dividing the Precept amount by the tax base. The Parish tax base this year is 207.

- The Band D figure in 2019-20 was £28.28 based on a tax base of 205

2.3. The Precept options for 2020-21 are based around:

- Maintaining the same precept requirement as 2019-20. The Band D calculation will then be:
- £5,799 /207 = £28.01
- (This is lower than 2019-20 figure due to the higher tax base.) This provides a 2020-21 deficit of (£50) and 2019-20 surplus of £287.

- Retaining the Band D charge at £28.28. The Band D calculation will then be:
- £28.28 x 207 = £5,854. This provides a 2020-21 surplus of £5 and 2019-20 of £342

- Increasing the Band D Charge by the level of inflation (say 2.5%). The Band D calculation will then be:
- £28.99 x 207 = £6,000. This provides a 2020-21 surplus of £211 (after allowing for the VAT refund) and 2021-22 of £638.

3. Conclusion

3.1. Despite comments in 2 above relating to the increasing the bank balance, it may not be prudent to let the Band D charge drop as future increases may then prove more tricky. The recommendation therefore is to reflect the level of inflation and increase the Band D charge to £28.99 to protect our position and make the best provision we can to provide for any unforeseen expenditure. It is, of course a matter for Councillors to decide.

Phillip Brooks
Parish Clerk and RFO
11th December 2019