Keswick and Intwood Parish Council Meeting on 14th January 2016.
Minutes of the Meeting held at 3 Low Farm Cottages, Low Road at 18.00.

Present: Kevin Hanner (KH) (Chair); Marguerite Russell (MR); Ruth Ripman (RR); Janet Hill (JH)

No members of the public were in attendance but apologies were received from Christopher Kemp (Councillor Cringleford Ward).

1. To consider apologies for absence: none received.

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 2016 – 17: The financial summary and budget documents circulated prior to the meeting and attached to these minutes were considered together with options for setting the 2016 – 17 Precept.

Councillors were mindful of the falling grant being received from SNDC which was a trend likely to continue; ongoing maintenance and other responsibilities as lease holders for the Reading Room; possible impacts of responding to the anticipated planning application for the Employment Development at Harford Bridge; the need to make provision for maintenance of the Parish Council's assets including the notice boards and IT equipment; the increasing trend for parishes to be called upon to "match fund" work being done by local authorities; and other items likely to be included in the Parish Action Plan for 2016 which Councillors would be considering.

Councillors recognised the impossibility of quantifying costs for each of these items and providing for them all from Parish funds. However, it was thought inappropriate to increase the 2015 -16 income by 2% (which would have impacted Council Tax Bills with an increase of 4.23%) but to maintain the Parish income at the same level as 2015 – 16. This will have a minimal impact on residents with just a small increase in Council Tax Bills to cover the reduced South Norfolk Council Grant. It was therefore resolved to:

- set the Precept at £5,371 which, added to the grant of £229, makes a total payable to the Parish of £5,600; and
- accept the impact of the change which would increase the 2016 - 17 Band D Parish Council Tax Charge by £0.56 to £27.26 (2015 - 16 £26.70), being a percentage increase shown on Council Tax bills of 2.1%.

The meeting closed at 18.40.

Phillip Brooks
Parish Clerk
17th January 2016

Account Meeting 31.12.15

Receipts:	£
Balance brought forward	5,703.74
Precept 22.04.15	2,983. 00
Precept 28.09.15	2,617.00
CIL Payment received	105.71
Total:	**11,409.45**

Expenditure:

NALC Subscription (20.05.15) CQ.460	115.74
Anne Barnes Audit Fee (20.05.15) CQ 461	40.00
NALC Summer Conference (20.05.15) CQ 462	45.00
Phillip Brooks Expenses (20.05.15) CQ 463	56.57
Phillip Brooks Salary (20.05.15) CQ 464	386.40
HMRC PAYE (20.05.15) CQ 465	257.60
Phillip Brooks Expenses (30.09.15) CQ 466	68.41
Phillip Brooks Salary (30.09.15) CQ 467	386.40
HMRC PAYE (30.09.15) CQ 468	257.60
Ladywell Accounting CQ 469	31.00
NALC books purchase CQ 470	4.00
Phillip Brooks Expenses (31.12.15) CQ 471	8.98
Phillip Brooks Salary (31.12.15) CQ 472	386.40
HMRC PAYE (31.12.15) CQ 463	257.60
NALC Training Fee CQ 474	15.00
Came and Co. Insurance CQ 475	565.51
Keswick reading Room CQ 476	1,000.00
Total:	**(3,882.21)**
Balance:	**7,527.24**

Budgeted expenditure for remainder of year:

Clerk's Salary	(644.00)
Clerk's Expenses	(166.00)
Sundry	(51.00)
Total:	**(861.00)**
Balance:	**6,666.24**
End of Year Balance:	**6,666.24**

Notes:

1. All amounts include VAT as appropriate
2. £23.90 is held in our deposit account.

Phillip Brooks (Clerk and RFO) 31st December 2015

Keswick and Intwood Parish Council. Draft Budget 2016-17.

	2015-16 (Budget)	2015-16 (Actual)	2016-17 (Budget)
Receipts	£	£	£
Precepts and Grant	5,250	5,600	5,712
VAT Refund	-	-	
Interest on Deposit Account	-	-	
Contribution from Reading Room Cttee.	-	-	
CIL Payment	-	105.71	-
Total	5,250	5,705.71	5,712
Payments			
NALC Subscription	120	116	120
NRCC Subscription	30	-	-
Audit Fee	-	-	-
Internal Audit Fee	40	40	40
Insurance	542	566	590
Clerk's Salary (inc. PAYE)	2576	2576	2606
Clerk's Expenses	400	300	300
Ladywell Accounting (PAYE Service)	35	31	31
Legal Expenses	-	-	
VAT Recoverable	25	10	50
Reading Room Maintenance	500	500	500
Sundry	100	100	100

Contingency for asset replacement	-	300	150
Total	4,368	4539	4487
Budget Surplus	882	1167	1225

Notes:

2015-16 Outcome

The projected additional budget surplus of £285.00 is made up as follows:

- Extra Income from Precept and CIL £ 456
- NALC Sub. Saving 4
- NRCC 30 (we agreed not to renew this year)
- Insurance (24)
- Clerk's expenses 100
- Ladywell 4
- VAT recoverable 15
- Contingency for asset replacement (300)

- **Total** **£285**

2016-17 Assumptions

- We take a 2% increase on the Precept and Grant as protection against further reductions in the support grant. This is the maximum allowable without attracting adverse attention
- There will be no income from CIL
- We will continue not to pay the NRCC subscription
- There will be no external audit fee again but the new external audit arrangements remain unclear at the moment
- There will be a further similar increase in the insurance premium
- There is the prospect of a 1% pay increase for clerks
- A similar provision will be made for Reading Room Maintenance
- A further provision is made for asset replacement
- No provision has been made for obtaining professional help in connection with any major planning application or any other unexpected expenditure.

Philip Brooks

22nd December 2015.