

EXTRACT FROM MINUTES
Monday 14th January 2019

2478. Payments

The following payments were authorised and cheques duly signed.

2478.1	E-on	DD	25.70	1.22	24.48
2478.2	A&J Lighting Solutions	DD	25.20	4.20	21.00
2478.3	Mrs J Bannerman	C	507.83	0.00	507.83
2478.4	National Society of Allotment & Leisure Gardeners Ltd	C	66.00	11.00	55.00
2478.5	Danbury Fencing Ltd	C	318.02	53.00	265.02
2478.6	MDC (Community Protection Team)	C	159.35	26.56	132.79

The following details were discussed and noted.

2478.1 E-on Deemed Prices increase. Clerk had not been able to secure an alternative cost-effective solution for the unmetered supply.

2478.3 Payroo the payroll software we use are now going to charge for the service £5 per month plus £10 per month admin charge. Clerk is currently looking at other payroll services. It was agreed to continue with Payroo until the end of the financial year and investigate alternative solutions for next year.

2478.4 National Society of Allotment & Leisure Gardeners. Previously this has been reimbursed by the WW Allotment Association but the Internal Auditor did not approve of this practice because although the Allotments Association was formed to manage the Allotments on behalf of the Parish Council (with a Parish Councillor representative on committee) as per agreement with the Landowner, the Allotments Association is not a full Working Party of the Parish Council and their accounts are kept separately. It was agreed that it is the responsibility of the Parish Council to maintain the membership. To consider if a donation in future be requested from the Allotments Association. Clerk to see advice of Internal Auditor.

2478.5 Danbury Fencing Ltd – due to install fencing – await invoice. Payment was approved as per quotation but the cheque will be completed and signed on receipt of invoice.

2478.7 Agenda item 11.5 Woodham Walter Women’s Club – invoice has not been received for hire of hall. Deferred to February meeting.

2479. Other Financial Matters

2479.1 Summary of Accounts to date.

DATE	ACCOUNT / TRANSACTION DETAIL	AMOUNT IN	AMOUNT OUT	BALANCE
Business Reserve A/C				
10-Dec-18	Balance			14447.41
14-Jan-18	Transfer to Community A/C 60978876		1200.00	13247.41
Community Account				
10-Dec-18	Balance			504.02
12-Dec-18	EALC (Clerks Bursary for Election Course)	63.75		567.77
14-Jan-19	Transferred from Business Reserve A/C 40622818	1200.00		1767.77
14-Jan-19	January Debits		1102.10	665.67

2479.2 ¼ ly Expenditure Review to 31st December 2019 It was noted that the review with updated figures (correcting a Spreadsheet anomaly) had been circulated to all Councillors as part of the adequate system of internal control measures. There were no questions raised and the report was duly accepted.

2479.3 2019/20 Budget and Precept Request. The updated budget sheet (correcting a Spreadsheet anomaly) was discussed by councillors including:

- proposed general expenditure e.g. Parish Clerks Salary, Street Lighting, Hedge and Grass Cutting, Community Grants, Other regular costs

- additional expenditure e.g. Elections, Goal Post Maintenance, War Memorial Shelter Maintenance, Telephone Kiosk Maintenance, Signage, New Playground enabling works, Community Protection Team;
- the need to maintain sufficient reserves;
- and report from District Councillor Durham of a high possibility that there will be a cap placed next year on Parish Council precepts.

Councillors concluded that a 30% increase was required in order to meet all of the expenditure plans, maintain sufficient reserves and in order to future proof the Parish Council against a funding cap. Clerk explained using the Council's Tax Base figure of 269.6 that a precept at £20,281.00 will result in the Band D property charge of £75.23 for the year which is an increase of £17.32 on 2018/19. Cllr. John Brown proposed that the precept request be set at £20,281.00 for the year 2019/20. Cllr. James Rushton seconded the proposal. All Councillors were in agreement. The clerk will duly make the Precept demand from Maldon District Council. Cllr. Peter Warren proposed a vote of thanks to the Clerk for carrying out the complicated budget setting process. Councillors agreed.