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Parish Council Estimates Meeting held on Monday 26<sup>th</sup> January 2016 at Taverham Village Hall, after the Planning Applications Committee Meeting at 7.30pm, when there were present:

Mrs J Latchford in the Chair

Mr C Ison	Mr P Savage
Mr S Matthews	Mrs M Temple
Mrs P Mooney	Mrs J Tyler
Mr R Morriss	Mr B Walker

Also present: District Councillor Bannock, Clerk, RFO and two members of the public

**12/15 Apologies for absence** were received from Mrs Barrington-Smith, Mr Capper, Mr Holmes, Mr Pennells and Mr Wilson


**13/15 Declarations of Interest** None. Mrs Temple reminded the meeting that she was a member of the District Council's Standards Committee.

**14/15 The Meeting considered and adopted the following estimate of expenditure for the main Council budget** – The RFO was congratulated on the preparation of clear papers for the estimates meeting.

Councillors attention was brought to the reduction in the grant from Broadland District Council, Taverham Parish Council would receive a transitional grant of £3,881 for 2015/16. In addition it was noted that the usage of the bottle banks had greatly reduced resulting in loss of income.

Mr Walker requested that an objection was made to the local MP regarding the reduction in the grant from Broadland District Council.

Main Council	Budget Heading	£	Notes
Administration	Office sundries, stationery, website, postage, copier (lease and usage), phone/internet, room hire, office rent etc	7,850.00	[1]
Miscellaneous	Insurance, internal/external audit fees, subscriptions, licences, fees, journals, warden items, staff/Councillor training, PATCH sundries, publicity, minutes binding, maintenance of noticeboards /bins/ youth shelters/ office equipment	12,000.00	[2]
Salaries	Clerk, RFO, Council Administrator, South Warden, Weekend Warden, Keyholder, PATCH Administrator, Hmdow Cleaner, payroll bureau, Employer's NI and pension costs, warden absence cover	*81,026.74	[3]
Contingency		* 1,500.00	[4]
Painting Contract	Not applicable 2015/16	0.00	[5]
Minor Projects	Projects arising in the year	2,500.00	[6]
Grants	Support for local groups in need of small-ish sums	* 500.00	[7]
Recycling	Purchase of appropriate items from recycling bank receipts	* 1,000.00	[8]
Youth Provision	Youthworkers pay, youthroom rent, minor repairs	*11,140.00	[9]
Section 137	Items which the Council considers would be beneficial to the community but which cannot be funded under any parish council statutory powers	* 500.00	[10]
Allotments	Lease, upkeep, allowance to support improvements, Reserve	*2,025.00	[11]

  
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Streetlighting	Energy costs	6,273.75	[12]
	Maintenance contract	3,420.00	[13]
	Repairs – items not covered by contract eg, vandalism	1,500.00	[14]
	Lamp upgrade programme	* 20,500.00	[15]
	Structural/Electrical testing	1,500.00	[16]
Community Safety	Winter-weather safety, CRB checks, Homewatch	* 2,650.00	[17]
Loan Interest	Repayments on Hinks Meadow loan	5,678.13	[18]
Agencies	Verge cutting (on behalf of County Council)	* 6,600.00	[19]
Parish Plan	Development of Plan initiatives	* 100.00	[20]
<b>TOTAL</b>		<b>£168,263.62</b>	

### Explanatory Notes to Main Council Draft budget

- [1] RPI increase allowed on most costs; postage; website cost; room hire & office rent - within budget. **Budget unchanged**
- [2] Miscellaneous **Budget unchanged**
- [3] Salaries as agreed by Council in November 2014, plus cost of new Hmdow Cleaner. **Last year's budget increased by £8,276.74**
- [4] Contingency **Budget unchanged**
- [5] Painting Contract – Non-applicable **Budget unchanged**  
*Painting Contract work is carried out every 2 years, Hinks Meadow hall re-decorated every 4<sup>th</sup> year*
- [6] Minor Projects **Budget unchanged**
- [7] Grants **Budget unchanged**
- [8] Recycling income must be spent on recycling initiatives/items made from recycled materials etc. **Last year's budget reduced by £1,500**
- [9] Youth room rent and contract for provision of youth services small increase **Last year's budget increased by £20**
- [10] Section 137 **Budget unchanged**
- [11] Allotments **Budget unchanged**
- [12] Cost advised by supplier (E.on). **Last year's budget increased by £298.75**
- [13] New contractor from 1st April 2012. **Budget unchanged**
- [14] Repairs **Last year's budget increased by £500**
- [15] Streetlight lamps upgrade rolling programme: approx 82 new lamps, this would allow two thirds of the programme to be completed. **Last year's budget increased by £13,500**



- [16] Structural/Electrical testing to be carried out every ten/six years respectively (2014/15). Allowance to be given each year to build a reserve.  
*Last year's budget reduced by £9,285*
- [17] Community Safety, increase to allow for additional gritting and SAM 2 signs  
*Last year's budget increased by £1,650*
- [18] Loan Interest  
*Last year's budget reduced by £387.50*
- [19] Agencies – Verge Cutting, 2<sup>nd</sup> year of contract  
*Budget unchanged*
- [20] Parish Plan - Minor expenditure remaining in budget.  
*Budget unchanged*

**TOTAL ALL INCREASES: £24,245.49      TOTAL ALL REDUCTIONS: £11,172.50**

**15/15 Executive Committee expenditure budget bids for 2015/16 were before the Meeting for approval**

Two additions to be made:

- Recreation – Horticultural Contract increased by £223.65 for additional area
- Recreation – Horticultural Contract increased by £500.35 for seeding (Tennis Court hedge area)

Executive Committees' expenditure budget confirmed as follows:-

Recreation	£37,072
Woodlands	£10,637
Sports	£42,221
<b>Total</b>	<b>£89,930</b>

**16/15 Precept Requirement Calculation**

The following information on estimated 2014/15 year-end balances and projected income for 2015/16 was before the Meeting:

**A 2014/15 Income (excess/shortfall):**

Council	£2,336.72
Agencies	-2,434.85
Recreation Committee	0.00
Woodlands Committee	0.00
Sports Committee (shortfall)	5,098.40
<b>Total excess income</b>	<b>£5,000.27</b>



**B 2014/15 Expenditure (under/-overspend):**

Council	£4,810.35
Agencies (overspend)	2,430.00
Recreation Committee	1,184.74
Woodlands Committee	550.33
Sports Committee	2,320.99
<b>Total underspend</b>	<b>£11,296.41</b>

**Net surplus projected for 2014/15 year end (A+B)** **£16,296.68**

**C Estimated income for 2015/16**

Hinks Meadow - Hall Hire	16,089.00
Hinks Meadow – Football Pitch Hire	7,209.58
Tennis Club Rent	2,556.74
Allotment Rents	2,025.00
County Council – for library garden maintenance	143.50
Photocopying	10.00
Recycling	1,000.00
Agency Fees – County Council (Verge Cutting) (Last Yr's £4,449.95 x 2%)	4,538.95
Bank Interest	330.00
<b>Total</b>	<b>£33,902.77</b>

**Total (A+B) + C To be taken off gross expenditure budget** **£50,199.45**

Gross expenditure budget (Council & Committees)	£258,193.62
<b>Less</b> 2014/15 net surplus and 2015/16 projected income	£50,199.45

**Equals net expenditure (Precept Amount)** **£207,994.17**

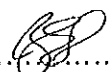
Based on the Council Tax Base figure of 3466 (as notified by Broadland District Council) a Precept of £207,995 would result in an approximate "per household" cost of £58.89. The RFO explained that the Precept increase would be 1.5% on last year's Precept.

On Mr Morriss' proposal, seconded Mr Ison, the meeting unanimously resolved to set the Precept in the sum of £207,995.

**17/15 Allocation of financial year-end surplus**

It was requested that the following transfers be made:-

<b>Transfer A</b>	From Council Budget (Recycling) to Tennis Court Reserve	£3,009.10
<b>Transfer B</b>	From Sports Budget (Tennis) to Tennis Court Reserve	£2,000.00

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On Mrs Tyler's proposal, seconded Mr Ison, the meeting unanimously agreed to make the above transfers to the Reserve accounts.

The Council's Reserve balances at the end of 2014/15 were predicted to be as follows:-

Community Safety Fund	£607.54
Streetlight Replacement Fund	£15,120.03
General Renewals Fund	£1,967.55
Play Equipment Fund	£14,301.64
Tennis Courts	£7,009.10
Allotment Fund	£1,000.00
Skatepark Fund	£7,217.25

Signed Janet E. Latchford ..... Dated 9-02-2015 .....