

HINGHAM TOWN COUNCIL

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MINUTES OF THE HINGHAM TOWN COUNCIL FINANCE COMMITTEE MEETING HELD ON TUESDAY 21 NOVEMBER 2017.

PRESENT

Cllr Eldridge (Chairman)

Cllr Dore

Cllr Riley

Cllr Chan

Cllr Bendle

Clerk – Alison Doe

No members of the public were present

A G E N D A

1. **Apologies for absence.** – None
2. **Declarations of interests with regard to items on the agenda and to consider requests for dispensations.** – None.
3. **Public participation.**
No members of the public were present. (n.b the cashbook and budget monitoring spreadsheets were made available for public inspection).
4. **Accuracy of the Minutes of the Finance Committee meeting of 20 June 2017.**
The minutes of the meeting of the Finance Committee meeting of 20 June 2017 were agreed as correct and signed by the Chairman.
5. **Matters arising from the minutes of the meeting of 20 June 2017.**
There were no matters arising from the minutes of the Finance Committee meeting of 20 June 2017.
6. **To undertake the preliminary budget setting for 2018/19**
The Finance Committee considered the figures for money spent in 2016/17 and April – September 2017. The Clerk had produced an initial budget suggestion for 2018/19, outlining where the budget figures needed to be increased or could be decreased (on 2017/18 figures).

South Norfolk Council had advised that they predict that their Revenue Support Grant will be cut by 49.4% for 2018/19 and SNC is therefore expecting to have to reduce the amount of Council Tax Support parish funding by this same percentage.

It is anticipated that the cemetery income (2018/19) will be more than the budget figure for 2017/18, (as has been the case in both 2016/17 and so far in 2017/18) therefore it was agreed to increase the expected income figure from £3000 to £3500.

The Clerk also explained that currently the income for the toilets is paid upon invoicing South Norfolk Council, it is expected that the toilets will be transferred to Hingham Town Council during 2018 –

along with the commuted sum from SNC, the budget/accounting for the toilets will therefore have to be amended at that time.

The Clerk explained that the grass cutting fee from Norfolk County Council had increased to £3,619.29 for 2017/18 – therefore this figure is to be used for 2018/19.

It was agreed that additional budget (expenditure) was required for Clerks Salary, NIC Contributions, Hall Hire, Printing Costs, Clerks Allowance (heating lighting etc, figure from HMRC) and Dog Bin Emptying. It was also agreed to include £5000 for contingency into the budget.

It was agreed that the budget (expenditure) figures could be reduced (from the 2017/18 figure) for Grass Cutting, Insurance, Cemetery Refurbishment, Memorial Repairs, Christmas Tree and Town Sign.

The agreed proposed draft budget to be presented to full council is attached as APPENDIX A.

7. To undertake the internal financial check.

A random sample of transactions were cross referenced – between the cashbook, paying in book, cheque book, minutes, receipt book and invoices. No errors were found.

The meeting ended at 9.15pm

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	2016/17	Projected income 2017/18 estimated	PROJECTED INCOME	TOTAL receipts to sept 2017	BUDGET SETTING 2018/19
	£49,000.00	55,000.00	Precept	£55,000.00	??
	£3,242.00	1,861.00	Government grant allocated by SNC	£1,861.00	£930.50 estimated
	£36.08	40.00	Interest	£0.00	??
	£3,780.00	3,000.00	Cemetery charges	£3,920.00	£3,500.00
	£100.00	100.00	HPFA rent	£0.00	£100.00
	£40.00	40.00	Rent from Fair	£40.00	£40.00
	£3,427.00	3,427.00	Fee from SNC for cleaning toilets figure for 2015/16 used	£0.00	£3,427.00
	£3,527.56	3,527.56	Fee from NCC for grasscutting	£0.00	£3,619.29
		66,995.56		£60,821.00	£11,616.79
<i>OTHER INCOME RECEIVED</i>			OTHER		
<i>NCC parish partnership funding(bus shelter)</i>	9,639.47		CIL	£45,014.67	
<i>Cbf investment fun.132001129s</i>	32.70		CBF INV FUND	£17.85	
<i>events</i>	1,894.55		EVENTS	£473.70	
<i>VAT refund (for 2015/16)</i>	4,230.13		VAT REFUND	£5,885.80	
<i>PARISH PARTNERSHIP SAM2</i>	1,715.50		-		
<i>street light insurance payment</i>	3,941.91		-		

PREDICTED INCOME inc £930.50 ESTIMATED CTS GRANT	£11,616.79	A
PREDICTED EXPENDITURE	£72,585.00	B
B-A= ESTIMATED PRECEPT REQUIRED	£60,968.21	