



**Minutes of the meeting of Finance and General Purposes Committee, Wootton (Abingdon)
Parish Council
Tuesday 30th November 2021 at 7.30pm
in F1 of the Wootton and Dry Sandford Community Centre**

Councillors Present:

Councillors Bristow (Chair), Brockliss, Foster, Morgan. Werrell

Councillors Absent:

None

1. To receive apologies for absence
2. To receive any Declarations of Interest from Councillors relating to items on the Agenda
None
3. To facilitate public participation with regard to items on the agenda.
None
4. Current year financial update:-
 - a. The accounts to date were reviewed
 - b. The budget and reserves were updated
 - c. No virement or transfer to earmarked reserves was made.
5. To make recommendations for the Budget and Precept for 2021/22 Financial Year.
 - a. Street Furniture:
 - i. Refurbish Bus Shelters x4 and add WPC stickers
 - ii. Install new bus shelter in Whitecross
 - iii. Refurbish entry gates
 - iv. Additional litter bins 2 (cricket field, Whitecross or Wootton Business Park)
 - v. Additional bench village green/Community Centre Field.
 - b. Playground:
 - i. Addition of a Trampoline
 - c. Litter picking provision
 - d. Drainage for park
 - e. Digitising historic minutes
 - f. Clerk to put notice in newsletter about grant availability

		2021/22	2021/22	Notes	2022/23	Funded from	Funded from
		Budget review 27.04.21	YTD Actual (Net)		Budget	Reserves	Precept
Income							
	Precept	60,950.00	60,950.00	54.01 increase by 5%; 1185 (tax base)=£54.01 per Band "D" Dwelling £47.72(20/21)	88,637.00	24,637.00	64,000.00
	Bank Interest		1.32		-	-	-
	VAT Refund		3,211.64				-
	Section 106 money		-				-
	Grants & Donations Received		-				-
	Rent - Cricket Club		-				-
	Miscellaneous - In		-				-

			2021/22	2021/22	Notes	2022/23	Funded from	Funded from
			Budget review 27.04.21	YTD Actual (Net)		Budget	Reserves	Precept
		VVHDC Grant (CT)		-				-
		Neighbourhood Plan - In		-				-
		Website - In		-				-
			60,950.00	64,162.96	-	88,637.00	24,637.00	64,000.00
Expenditure - Parish Council								-
	Administration			months remaining				-
		Bank Charges	100.00	87.06		72.00		72.00
		Communications	1,380.00	70.00	eg Facebook advertising + insert in newsletter	800.00		800.00
		Clerk Expenses	1,200.00	835.57	unchanged at £100pm to be paid through payroll +mileage	1,200.00		1,200.00
		Election Costs	-	-		-	-	-
		Insurance	1,785.00	1,148.69	allowing for 7% increase	1,229.00		1,229.00
		Meeting Costs	324.00	108.00	£13.50*2 hours*15 meetings	405.00		405.00
		Laptop	750.00					-
		Members Expenses	200.00	-		200.00	200.00	-
		Membership Fees/Subs	879.00	741.16	SLCC £175; OALC £600, Ox Rural £80, Playing Fields Ass £55	910.00		910.00
		Neighbourhood Plan - Out	-	-		500.00	500.00	-
		Printing, Postage, Stationery	280.00	87.99		400.00		400.00
		Professional Fees	1,060.00	465.00	£500 for external audit plus £200 for internal auditor. payroll provider £30 p/m	1,220.00	562.00	658.00
		Telephone	144.00	92.40	£15*12months	180.00		180.00
		Training/Books	2,000.00	50.00	11th Ed Local Council Administration £104; provision of one course per councillor @ £130 per head; allowance for Clerk Training @ £250; other publications £86	2,000.00	1,950.00	50.00
		Website	320.00	-	allowing 5% increase	336.00		336.00
		Total Administration	10,422.00	3,685.87	-	9,452.00	3,212.00	6,240.00
		Staff Costs						-
		Staff Costs	18,120.00	9,411.14	Salary SCP 24 plus possible pay review by LGA, LGPS contributions and contingency.	23,000.00		23,000.00
		Total Staff Costs	18,120.00	9,411.14	-	23,000.00	-	23,000.00
		Amenities - Ongoing						-
		CC Loan Repayment	3,077.00	1,538.30		3,077.00		3,077.00
		Planning/Land Reg		3.00	To allow for planning searches	50.00		50.00
		Miscellaneous - Out		-				-
		Street Furniture	4,028.00	417.12	Refurb bus shelters x4, WPC Logo Stickers, new bus shelter in Whitecross, refurbish entry gates, additional litter bins, additional bench.	12,000.00	4,000.00	8,000.00
		Children's Play Area	500.00	519.00	£500 repairs allowance;	1,100.00		1,100.00

			2021/22	2021/22	Notes	2022/23	Funded from	Funded from
			Budget review 27.04.21	YTD Actual (Net)		Budget	Reserves	Precept
		Litter Picking & Disposal	4,147.00	1,347.68	Whitecross to Henwood £85 per visit monthly; Bus Shelters #7 £20/visit each - Bystander Monthly, others by request. Cricket bin empty £30 p/m. empty bins. Litter Picking	3,320.00		3,320.00
		Other Land Maintenance	1,950.00	-	3 cuts of grass verges etc @£750 each	2,250.00	1,325.00	925.00
		Parish Land Maintenance	4,560.00	3,047.00	Bridleway grass £40*12; Community Park, Village Green, Hedge; Ditch opposite church to triangle £4080p/a	5,288.00		5,288.00
		Pavilion Maintenance	2,000.00	259.08	water, electric	2,000.00		2,000.00
								-
		Total Maintenance Costs	20,262.00	7,131.18	-	29,085.00	5,325.00	23,760.00
		Projects						-
		Christmas Lights	1,000.00	50.90	Allowance for cherry picker £500, electrician £500 and event £120 +lights	1,500.00	500.00	1,000.00
		Covid-19		-		-		-
		Defibrillator	1,500.00	2,269.00	To allow for the addition of a third defibrillator in the Parish.	3,000.00	3,000.00	-
		Road Safety	3,500.00	3,437.20	Additional speed signs - fixed with solar panel x2	5,000.00	5,000.00	-
		Community Park Improvements	1,500.00	2,492.10	sleepers seats x4 + trampoline	6,600.00	6,600.00	-
		Digitizing Minutes		-		1,000.00	1,000.00	-
								-
		Total Projects	7,500.00	8,249.20	-	17,100.00	16,100.00	1,000.00
		Grants (S137)	10,000.00	2,907.50	Maximum allowed -see breakdown	10,000.00		10,000.00
		VAT Paid		2,695.83				-
Total Expenditure			66,304.00	34,080.72		88,637.00	24,637.00	64,000.00
Net Movements			- 5,354.00	30,082.24	-	-	- 0.00	0.00
Opening Balance			60,945.21	60,945.21		68,105.77		
Closing Balance			55,591.21	91,027.45		68,105.77		68,105.77
Allocation of Funds								-
		Car Park Fund	3,600.00	3,600.00		3,600.00		
		Clerk Sickness Budget	500.00	500.00		500.00		
		Computer	750.00			1,500.00		
		Election Fund	4,500.00	4,500.00	from 2019/20 budget, virement to reserves	4,500.00		
		Insurance Excess	1,000.00	1,000.00	re-allocation from general reserves	1,000.00		
		Street Lighting	1,000.00	1,000.00		1,000.00		
		Tree Maintenance	1,000.00	1,000.00	allowance for cutting tree less spend for additional Xmas lights	1,000.00		
		Footpaths	1,875.00	1,875.00	reduced to cover 2019/20 overspend	1,875.00		
		Community Transition Fund	1,000.00	1,000.00		1,000.00		
		Neighbourhood Plan	1,200.00		not spent	1,200.00		
		Project Fund	21,000.00		Additional funds set aside for projects	17,000.00		
		General Surplus	18,166.21	76,552.45		33,930.77		
Total			55,591.21	91,027.45		68,105.77		

6. Items for information only.

None

- 7. Date of next meeting** – To propose that the next meeting of the F&GP Committee is scheduled for 26th April 2022.