## **Draft until signed**

# Minutes of a Budget Discussion Meeting Wednesday 4 December 2019 at 7.30pm, Adstone, Bildeston Road, Combs

Present:

S Scarff (Chairman), V Whitehead (Cllr), T Chaplin (Cllr), I Walker (Cllr)

Attending:

T Bamber (Clerk)

#### 1. Introduction

The Chairman noted that, while the meeting was quorate no decisions were required: its purpose was to arrive at a proposal to be considered by the full Parish Council. Minutes were to be taken in the interests of transparency.

#### 2. Finance

- a. Budget Review those present reviewed the previous year budget and the budget to actual variance reports. Following a full discussion a new draft budget for 2020/2021 was drawn up for circulation to the council.
- **b. Media:** to cover the annual donation to Barclif (100), the quarterly cost of the newsletter (£100/qtr) and the website subscription (£42), proposed budget of £550
- c. Broadband: it was agreed that the broadband provided in Battisford Village Hall, while helpful, was not essential and therefore not cost effective. It was proposed that the hall committee be informed that the Parish Council would not be requiring this after the following year (2021).
- d. Cemetery: in light of need for more frequent grass cuts this last year, it was agreed that slight increases were appropriate. An amount also needed to be provided for a survey of trees in the cemetery.
- e. Bus Shelter: the budget for repairing the roof has not been used so the £200 budgeted will be earmarked in general funds.
- f. Community Projects: As well as the ongoing cost of maintaining the defibrillators in the village (£200 every two years next in 2020), there is strong interest in the Oaks Meadow Project and it was agreed to propose a further £1000 to cover activities associated with the project.
- g. Election expenses: rather than suffer sudden costs in the event of an election, it was proposed that for the next few years a cost of £200 be budgeted and carried
- h. forward into earmarked funds, until there was sufficient to cover a full, contested, election.
- i. Street Light Maintenance: it will be necessary to replace the failed light in Queens Close. To the extent that this cost may exceed the budget, this may be funded from the general reserve.
- **j. Precept:** dues to changes in population of the village, the cost to a council tax band D household of maintaining the precept at the same as last year would constitute a reduction from £26.50 to £25.64 (3.25%). In light of the fact that the Combs precept cost to villagers is so low compared to the rest of the country (average cost £64.05, Battisford £43.85) and the possibility that the Oaks Meadow project may result in further costs in future, it was not considered unreasonable to suggest a precept of £9,000, being a cost of £28.85 per band D household (an increase of £2.35 or 8.8%). It was noted that this precept would not enable a completely balanced budget but it was agreed that if necessary such costs as exceed the total budget this year could be drawn from general reserves.

**Action**. Clerk to circulate proposed budget and precept demand for discussion and approval at the next meeting.

### 3. Any other business

There was no other business to discuss

4. Date and time of next meeting

This was an informal meeting and no further such meeting was proposed at the time.

Meeting closed at 9.55pm

# Proposed 2020 Budget

CATEGORY	Total to Nov			possible bud		
	2019		2018/19	2020	get Comment	
					<u> </u>	
Audit Fees	£ 226.00	£	200.00	£ 250	0.00 based on last year	
2 Barclif/med a	£ 302.00	£	150.00		.00 for Newsletter, Barclif and website	
Broadband for Village Hall	£ -	£	150.00	Control Science Scientistics and property of the Control of the Co	.00 based on last year (to be cancelled af	ter 2020/21 year)
Burial Grounds Maintenance - Combs Cemetery	£ 1,562.00	£	1,500.00		.00 based on last year plus tree survey (e.	
Burial Grounds Maintenance - St Mary's Churchyard	£ 978.00	£	1,200.00	William Committee to the Committee of th	.00 based on last year plus extra cuts	stillated cost at pi
6 Bus Shelter	£ -	£	200.00	where the property of the same of the party of the same of the sam	- to earmark from unused funds last ve	ar
7 Clerk's Expenses - Petrol/Stationery	£ 124.00	£	100.00	man the state of t	.00 based on last year	u
8 Clerk's Overtime	£ -	£	-	Contract of the Contract of th	- Commontary	
9 Clerk's Salary & Expenses	£ -	£	3,000.00	AND A CONTRACT OF THE PARTY OF	.00 based on past and current rates	
0 Community Projects	£ 3,410.00	£	3,100.00	the Contract of the Contract o	.00 to cover exploration of possible proje	cte
1 Councillors' Expenses	£ -	£	50.00	The state of the s	.00 based on last year	443
2 Dog Bins Maintenance	£ 527.00	£	550.00	Control of the Contro	.00 based on last year	
3 Donations - Section 137	£ -	£	1,000.00		.00 following a review of last year	
4 Election Expenses	£ 105.00	£	1,000.00	The balance with the English Street and Association	.00 to build to a full cost fund	
5 Hire of Hall	£ 120.00	£	240.00	The same of the sa	.00 allowing for increase	
6 Insurance	£ 261.00	£	350.00	A Principle of the Parish Street, Stre	.00 based on new 5 year cost	
7 Miscellaneous	£ 525.00	£	500.00	The state of the s	.00 based on last year	
8 Street Lights-Energy	£ 524.00	£	1,200.00	The same of the sa	.00 based on last year	
9 Street Lights-Maintenance	£ 2,400.00	£	1,500.00		.00 to cover repair and replacement of Qu	seens Close light
O Subscriptions & Fees	£ 351.00	£	360.00		.00 based on last year -covers known sma	
4 Tableles	£ 156.00		1500.00	Martin processing and the state of the state	.00 based on last year	iii iiici cusc
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Cost totals  Receipts  Reclaimed VAT	Total to Nov 2019	Budge	16/850.00 et 2018/19	possible budg 2020 £ 500.	et	
Cost totals  Receipts  Reclaimed VAT  Deposit Account Interest	Total to Nov 2019  £ - £ 6.28	£ Budge	16/850.00 et 2018/19 '500.00	possible budg 2020 £ 500 £	et	
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