

MINUTES OF THE BUDGET COUNCIL MEETING OF SAUGHALL AND SHOTWICK PARK PARISH COUNCIL held on 16 January 2012 at the Vernon Institute, Saughall

In attendance: Councillor Mrs K Ford
Councillor DF Holman
Councillor WI Humphrey
Councillor Mrs J Johnson
Councillor B Kerr
Councillor RK Shukla
Councillor RA Storrar
Councillor Mrs JM Young (in the Chair)
Councillor PP Young

17. APOLOGIES FOR AUTHORISED ABSENCE

Apologies for authorised absence were received from:

Councillor Mrs J Knox
Councillor Mrs JE Storrar
Councillor A Warrington
Councillor Mrs D Whitton

Mr B Salisbury (Internal Auditor)

18. MEMBERS' CODE OF CONDUCT – DECLARATIONS OF INTEREST

No declarations of interest were received.

19. TO DETERMINE THE PARISH COUNCIL'S BUDGET FOR MUNICIPAL YEAR 2012/2013 AND THE PARISH PRECEPT

Members referred to the following documents:

- Budget Calculations – Explanatory Notes
- Draft Budget 2012/2013 prepared by the Finance and General Purposes Committee at its meeting on 6 December 2011
- Parish Council Payments 1 April – 31 December 2011
- Precept Calculation 2011/12
- Estimated Expenditure to year-end 31 March 2012
- Estimated Income to year-end 31 March 2012
- Proposed Precept Calculation 2012/13 based on a tax base, provided by Cheshire West and Chester Council, of 1151.0 which was lower than that of the previous year (1168.0)
This meant that if the Parish Council wished to raise £1,000 as a parish precept in 2012/13 then this would add 86.9 pence (i.e. £1,000/1151 parish charge to each Band D property).

The Council reviewed its Draft Budget contained within the extract of the Finance and Business Development Committee Minute (Minute No. 33(e)/2011 and Appendix A to this Minute) and gave consideration to each budget head in turn and revised those it considered necessary. The Council's

aims were to determine the level of funding it required over the next year against each of its budget heads, to decide if any new budget heads needed to be added in order to carry out the Council's activities and provide an appropriate level of service both effectively and efficiently.

The following additions had been included in the draft budget by the Finance and Business Development Committee and the Council endorsed the addition of this budgetary provision:

	£
New Roll of Honour	1,000
Car Park Drainage	2,000
Parish Plan - Refresh	2,500
Website Development	1,500

The Council noted that no tenders had been received for Saughall litter picking work from 1 April 2012. That being the case, consideration was given to leaving all litter picking, except for what was required in the Golden Jubilee Park (which was in the ownership of the Parish Council) to the Principal Authority, Cheshire West and Chester Council. It was considered that under the circumstances, this was an appropriate way forward but Members would monitor the situation and report any problem areas identified.

The Council also discussed the issue of double taxation. Double taxation related to the provision of local services and the way in which those services were funded and subsequently charged to the taxpayer. It existed in areas where a parish council was delivering a function or service and charging local taxpayers for this through the parish precept, whilst elsewhere the service was being delivered by the principal council and funded through its element of the council tax. Where this happened, local taxpayers in the parish experienced 'double taxation' as they were effectively paying twice for the delivery of the local service – once through their parish precept and again through the principal authority's element of the council tax. Government guidance recommended that principal councils took steps to alleviate or eliminate the impact of double taxation. One suggested approach was the determination and application of 'Special Expenses' to such concurrent functions.

The Leader of Cheshire West and Chester Council (CWaC) had written to all parish councils and known residents/community groups informing them of the proposals and seeking their views on implementation. The results of this consultation would be considered at the meeting of its Executive on 8 February 2012, prior to any subsequent recommendation on adoption being made to CWaC on 23 February 2012.

The Council noted that the Vernon Institute Management Committee had major plans to develop and improve facilities for community use at the Vernon Institute. It supported this proposal and would wish to make a financial contribution to assist the proposed scheme of works and would refer the details of what was being proposed to the Finance and Business Development Committee and the Vernon Institute would be asked to provide the Committee with its priority list, before the Committee's next meeting on 16 February 2012.

The Council also noted that other organisations in the village may wish to improve their community facilities as well and may seek its financial support.

The Council had not increased its precept in the last two years but had increased its budget by using its balances. It was proposed that it look and focus in on ways for it to generate income during the new Municipal year.

Before, finalising the budget Members gave consideration to what could be reduced/deleted from the draft budget for 2012/13 so that the Council tax could be kept as low as possible. Consequently, litter picking was reduced from £7,500 to £5,000 to cover the work that would be required in the Golden Jubilee Park and the Local Community Fund (Participatory budgeting) budget head and the £1000 contained therein was deleted as there was £2000 under the Community Action Projects budget head. Consequently, the draft budget was revised down from £69,796 to £66,296.

RESOLVED: That

- (1) the Parish Council's budget for the Municipal Year 2012/13 be agreed as set out in Appendix A;
- (2) the Clerk be requested to inform Cheshire West and Chester Council that this Council requires a parish precept of £63,278 (precept calculation set out in Appendix B);
- (3) the Clerk be requested to inform Cheshire West and Chester Council's Streetscene Team that from 1 April 2012 this Council will not be supplementing its litter picking arrangements in Saughall;
- (4) the Clerk be requested to include the telephone number to ring to report litter accumulation and problem areas to Cheshire West and Chester Council's Streetscene Team in the next Saughall Parish Council Newsletter;
- (5) the Council agrees to meet half of the costs of a ramp from the fire door at the Vernon Institute; and
- (6) ways of generating income be discussed in detail and income generation be included in the Council's Business Plan.

Appendix A

Saughall and Shotwick Park Parish Council Budget 2012/2013

Budget Head	Budget 2012/2013
Environment Matters	
Car Park Drainage	2,000
Miscellaneous Minor Repairs	1,000
Street Cleaning	5,000
Litter Bins	550
Grass Cutting (Golden Jubilee Park Recreational Area)	3,500
Play Equipment (rolling replacement programme)	3,816
Play Equipment Inspections (4No)	250
Map Boards and Footpath Leaflets	250
Sub Total	16,366
Finance and General Purposes	
(a) Administration	
Principal Officer to the Parish Council	10,100
Chairman's Allowance	1,000
Stationery/Postage/Computer Consumables	1,500
Parish Councillor's Expenses	100
Computer, Printer and Website Support	360
Newsletter publication costs	1,200
Training/Seminars	1,000
Parish Plan Refresh	2,500
Website Development	1,500
Sub Total	19,260
(b) Annual Payments	
Audit Fees	450
Golden Jubilee Park Loan Repayment	5,545
Donations/Honorarium	250
Insurance	2,200
Subscriptions	925
VI Clock Service	250
Village Events including Remembrance Sunday	250
Sub Total	9,870
(c) Community Facilities Fund	1,000
Police Community Support Officers	11,800
Neighbourhood Management Team including Summer Play Scheme	1,000
Uniform Groups' HQ Rental	500
Local Community Fund (Participatory budgeting)	
Community Action Projects	2,000
War Memorial Fund/New Roll of Honour	1,500
Contingencies	3,000
Grand Total	66,296

Saughall and Shotwick Park Parish Council Precept Calculation 2012/2013

2011/2012			
Budget	£62,796.00		
Precept	£51,432.00		
Council Tax (Band D)	£44.53		
		£	
	Estimated Income	73,786	
	Estimated Expenditure	<u>-53,725</u>	
	Surplus	20,061	20,061
Less money in Designated Funds			
Community Facilities		3,190	
Footpaths		851	
Play Equipment		5,082	
Community Safety/PCSO		0	
ICT		1,000	
Village Events		1,420	
Local Community Fund		1,000	
Community Action Projects		2,000	
War Memorial Fund		500	
Diamond Jubilee Fund		2,000	
			<u>-17,043</u>
Balance Carried Forward			3,018
2012/2013			
	Draft Budget	66,296	
Less Income			
Less Balance C/Fwd		<u>-3,018</u>	
	Required Precept	63,278	
	Tax Base (Band D)	1,151.0	
	Tax	£54.98	
	Increase/Decrease	23%	