

**MINUTES OF A MEETING OF SAUGHALL AND SHOTWICK PARK PARISH COUNCIL held on Monday, 13 January 2020 at the Vernon Institute, Church Road, Saughall.**

In attendance: Councillor A Bailey (in the Chair)  
Councillor Mrs K Evans  
Councillor DF Holman  
Councillor H Jennings  
Councillor M Johnson  
Councillor B Kerr  
Councillor Mrs R Lowe  
Councillor Mrs L Rutter  
Councillor Mrs JE Storrar  
Councillor A Warrington  
Councillor Mrs JM Young  
Councillor PP Young

Graham Hudspeth, Responsible Financial Officer

**141. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cheshire West and Chester Councillor Simon Eardley.

**142. MEMBERS' CODE OF CONDUCT – DECLARATIONS OF INTEREST**

No declarations of interest were received.

**143. DETERMINATION OF THE PARISH COUNCIL'S BUDGET FOR THE MUNICIPAL YEAR 2020/2021 AND THE PARISH PRECEPT**

The Council noted the content of a letter dated 4 December 2019 received from Cheshire West and Chester Council's Head of Finance, Mark Wynn formally requesting the Parish Precept information for 2020/2021.

The money needed for the Parish's budgetary requirements was received, through the Council's power of precept, added to the Council Tax for the area. The Parish Council Tax was calculated by dividing the Precept a Parish Council requested by the estimated tax base for the area. Saughall and Shotwick Park Council's tax base for 2020/2021 was 1,126.3. This had been calculated by taking the number of 'Band D' equivalent properties in the Parish from information supplied by the Valuation Officer, and then making allowances for discounts, exemptions, appeals, non-collection and housing growth estimates. Band D equivalents were calculated by scaling properties in other bands either up or down to convert them to Band D levels.

The Council was reminded that Cheshire West and Chester Council had previously informed that it had been reducing the grant payable to parish and town councils in respect of the impact of the Council Tax Reduction Scheme on the tax base in line with the reduction in Revenue Support Grant and from the 2020/21 Financial Year, no grant would be payable at all.

In order that the Principal Authority could include the Parish Precept and set the Council Tax for next year, the Clerk had been requested to complete and return a form enclosed for the purpose by 31 January 2020.

The Council referred to the following documentation which had been included with the agenda for the meeting:

- (a) Draft Budget 2020/2021
- (b) Parish Council Payments 1 April 2019 – 31 December 2019
- (c) Precept calculation 2019/2020
- (d) Estimated income to year-end 31 March 2020
- (e) Estimated expenditure to year-end 31 March 2020
- (f) Proposed Precept calculation 2020/2021
- (g) A letter dated 4 December 2019 from Cheshire West and Chester Council's Director of Corporate Services, Mark Wynn regarding the Parish Precept calculation for 2020/2021.

Members noted that the Band D precept charge for the Council had been £56.20 and if they wanted this charge to be the same in 2020/2021, the Council would need to agree to request a precept of £63,298. After some discussion Members agreed that the approach the Council would take for the 2020/2021 Financial Year would be to increase the precept by approximately 3% by increasing the amount it would receive by £1,900.

The draft Budget Setting Group (Councillors A Bailey, B Kerr, A Warrington and PP Young, the Clerk and the Responsible Financial Officer) had met on 30 December 2019 to consider issues relating to and proposals in respect of the Council's 2020/2021 Budget. A draft Budget had been drawn up and Members had regard to it.

Members noted that draft Budget Setting Group had not taken account of the proposal to assist the celebrations in Saughall on the weekend of VE Day 75<sup>th</sup> Anniversary from 8 to 10 May 2020.

RESOLVED: That

- (1) in order to assist the celebrations in Saughall on the weekend of VE Day 75<sup>th</sup> Anniversary, £500 be added to the Community Facilities Action Fund and provision for this be included in the Council's budget for 1920/21;
- (2) the Parish Council's budget for the Financial Year 2020/2021 be agreed as £95,688 as set out in Appendix A which means that the Band D Council Tax will increase by 3.3% on the previous Financial Year to 58.05 (£1.11 per week for each household); and
- (3) the Clerk be requested to inform Cheshire West and Chester Council that this Council requires a parish precept of £65,379 for the Municipal Year 2020/2021 in accordance with the precept calculation set out in Appendix B.

# Appendix A

## Saughall and Shotwick Park Parish Council Budget 2020/21

Budget Head	Budget 2020/2021
<b>Finance &amp; General Purposes</b>	
Principal Officer to the Council - Salary	£ 13,500
Principal Officer to the Council - Expenses/ Stationary/ Postage/ Computer consumables	£ 1,000
Chairman's Allowance	£ 1,000
Councillors Expenses	£ 400
Audit Fees	£ 600
Christmas Lighting	£ 7,000
Computer, Printer & Website support	£ 800
Election Charges	£ 1,000
Insurances	£ 1,500
Map Boards & Footpath leaflets	£ 1,500
Newletter publication costs	£ 1,600
Room Rentals	£ 1,000
Subscriptions	£ 1,100
Training Seminars	£ 600
Trees/ Plants & Bulbs/ Planter Maintenance	£ 2,000
V Clock & Tower	£ 2,500
<b>Sub Total</b>	<b>£ 37,100</b>
<b>Golden Jubilee Park</b>	
Drainage	£ 500
Equipment - Inspection	£ 200
Equipment - Maintenance/ Replacement	£ 1,000
GJP Loan Repayment	£ 1,888
GJP Maintenance	£ 1,000
Litter Removal	£ 2,000
Future Projects	
<b>Sub Total</b>	<b>£ 6,588</b>
<b>Traffic Calming Fund</b>	£ 10,000
<b>GJP Community Development Fund</b>	£ 38,500
<b>Community Action/Facilities</b>	£ 500
<b>Public Footpaths</b>	
<b>Contingencies</b>	£ 3,000
<b>Grand Total</b>	<b>£ 95,688</b>

## Appendix B

### Saughall and Shotwick Park Parish Council Precept Calculation 2020/2021

		2019/2020	
Budget	£80,297		
Precept	£63,057		
Council Tax (Band D)	£56.20		
		£	
	Brought Forward	97,775	
	Estimated Income	81,987	
	Estimated Expenditure	-83,885	
	Surplus	<u>95,877</u>	95,877
Less money in Designated Funds			
	Community Action/Facilities	27,087	
	Traffic Calming	20,000	
	ICT	1,000	
	GJP Community Development	25,523	
incorporating:	<i>Footpaths</i>		
	<i>Recreational Equipment</i>		
	<i>Village Events</i>		
	<i>Future Projects</i>		
			<u>-73,610</u>
Balance Carried Forward			<u>22,267</u>
	<b>2020/2021</b>	<b>Proposed</b>	
Budget		95,688	93,607
Less Other Income			
	Powersystems Wayleave Payment	-5	-5
	VAT Refund	-8,037	-8,037
Less Balance C/Fwd		<u>-22,267</u>	<u>-22,267</u>
Required Precept		65,379	63,298
Tax Base (Band D)		1,126.3	1,126.3
Tax		<u>£58.05</u>	56.20
Increase/Decrease		3%	