



STRATEGY & FINANCE COMMITTEE
Minutes of meeting on 15 November 2018
At the Academy Suite, Holmes Chapel Community Centre, CW4 8AA



Part I – Public and Press present

1. Attendance	Cllr S Ranger Cllr B Bath Cllr J Clowes Cllr R Parry Cllr M Street	Mrs S McKay – RFO / Admin Assistant		
2. Apologies	RESOLVED (SF18/19/60) to note the non-attendance of Cllrs Hamilton and Savage.			
3. Cllr M Ranger	Cllr S Ranger informed the committee that Cllr M Ranger would be attending at 7.45pm to present item 11 – Environmental Strategy, and that standing orders would be suspended to allow this.			
4. Declarations of Interest	None			
5. Public Speaking	None			
6. Committee Minutes	RESOLVED (SF18/19/61) to approve the minutes of the meeting held on 25 October 2018.			
7. Matters Arising	None.			
8. Finance	RESOLVED (SF17/18/62) I. To note that the bank reconciliation for 31 October 2018 is £177,954. II. To note and receive financial reports including the cash flow forecast to 31 October 2018.			
9. 2019/20 Budget	The committee considered the first draft budget and RESOLVED (SF18/19/63) I. To make the following changes to the budget, see revisions at Appendix 1. II. To include the draft budget in the next agendas for Village Infrastructure and Amenities, for comment on projects relating to those committees			
10. Cllr M Ranger	Cllr M Ranger, a non committee member, arrived at 7.45pm			
11. Environmental Strategy	The committee heard a report from Cllr Ranger relating to our responsibility as a parish council to consider the environment in our decisions. The Committee were supportive of this initiative and RESOLVED (SF18/19/64) to develop a draft environmental strategy in the form of a policy to be brought back to the next meeting of this committee.			
12. Planning Applications	The committee considered the applications listed below and RESOLVED (SF18/19/65) to comment as follows: <table border="1" data-bbox="384 1910 1426 2078" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;"> 18/5479C 19 Rydal Close CW4 7JR </td> <td style="padding: 5px;"> Certificate of lawful proposed development of single store rear extension. NO OBJECTION </td> </tr> </table>		18/5479C 19 Rydal Close CW4 7JR	Certificate of lawful proposed development of single store rear extension. NO OBJECTION
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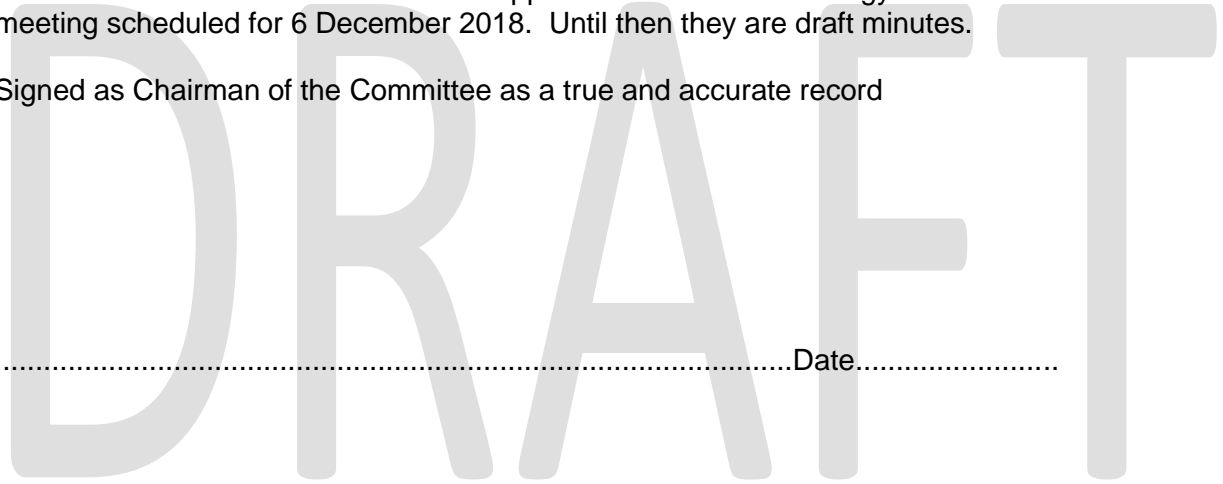
	<p>18/5432C 88 London Road CW4 7BD</p>	<p>Dropped kerb application to front of dwelling house for domestic vehicles.</p> <p>NO OBJECTION</p>
	<p>18/5458C 58 Alumbrook Avenue CW4 7BX</p>	<p>Demolition of side conservatory and proposed side single storey extension with minor material alterations including new windows to front elevation.</p> <p>NO OBJECTION</p>
	<p>18/5356C 35 Station Road CW4 8AA</p>	<p>Change of use from residential C3 to commercial office B1</p> <p>NO COMMENT</p>
	<p>18/5306C 14 Sycamore Close CW4 7BT</p>	<p>Proposed loft conversion</p> <p>COMMENT: The design of the extension is extremely large, and not inkeeping with either the design of this house or others in the neighbourhood. The height of the extension should not exceed the existing roofline.</p>
<p>13. Other Planning matters</p>	<p>8.1 The committee noted the minutes of the Strategic Planning Task Group meeting on 6 November 2018 and approved the actions.</p> <p>RESOLVED (SF18/19/66) to accept the report</p>	
<p>14. ChALC update</p>	<p>Cllr Ranger updated the committee on the recent AGM, noting that there will be no increase in the subscription fee to ChALC for the next year.</p> <p>RESOLVED (SF18/19/67) to accept the report</p>	
<p>15. Policies</p>	<p>1. Safeguarding Policy – This policy has been complicated by the formation of the Youth Council. The Clerk has a meeting with CVS on 19 November 2018 to seek further advice. A draft will be available for the next meeting of this committee.</p> <p>2. Subject Access Request Policies – The Committee noted receipt of the first draft of this policy. It was commented that the terminology within the policy needs to be clarified. Any further comments on the policy to be sent to the Clerk by 26 November.</p> <p>3. Information and Data Protection Policy –The committee noted receipt of the first draft of this policy, commenting that this policy needs to be more integrated with the SAR policy. Any further comments on the policy to be sent to the Clerk by 26 November.</p> <p>RESOLVED (SF18/19/68) to accept the report</p>	
<p>16. Christmas Light proposal</p>	<p>The committee debated the proposal from GP Green with regard to raising income from the Christmas lights when they are not being used in Holmes Chapel. Due to general interest in the scheme the committee RESOLVED (SF18/19/69) to find out more from Mr Green about the possible levels of income</p>	

17. Project List	The latest Project list was noted by the Committee, with no further changes suggested at this time.
18. Public Speaking	None
19. Future Agenda Items	
20. Chairman and Clerk's reports	<p>The Clerk informed the committee that:</p> <ul style="list-style-type: none"> • The Clerk has agreed to work flexibly during January to cover the position of Clerk. • The Everybody Junior Sports awards are on 24 November 2018, for which we have two tickets.
The meeting closed at 8.30p.m.	

These minutes will be submitted for approval at the next Strategy & Finance Committee meeting scheduled for 6 December 2018. Until then they are draft minutes.

Signed as Chairman of the Committee as a true and accurate record

.....Date.....





HOLMES CHAPEL PARISH COUNCIL

Draft Budget Preparation 2019-2022

15-Nov-18

Notes

EXPENDITURE HEAD	Code Cats	2017-18	2018-19		2019-20		2020-21	2021-22
		Actual Expenditure	Current Budget	Predicted Expenditure	Draft Budget	Budget Forecast	Budget Forecast	
EMPLOYEES								
Salaries & pension costs	4000	34,422	38,000	45,800	58,250	60,250	62,000	
Staff Training	4010	278	500	375	500	510	520	
Staff Expenses and subscriptions	4015	379	400	400	400	408	416	
TOTAL EMPLOYEES		35,079	38,900	46,575	59,150	61,168	62,936	
PREMISES								
Rent	4030	3,750	3,750	3,750	4,000	4,000	4,000	
Business Rates	4031	0	0	0	0	0	0	
Electricity	4035	676	1,000	750	800	816	832	
Water	4036	183	200	200	200	204	208	
Premises Insurance	4037	126	170	170	180	184	188	
Repairs and Maintenance	4039	140	500	200	500	500	500	
TOTAL PREMISES		4,875	5,620	5,070	5,680	5,704	5,728	
OFFICE SERVICES								
Telephone/Internet Services (Office)	4050/1	1,006	1,200	1,200	1,200	1,200	1,200	
Office consumables	4053	32	200	200	200	204	208	
Printing Misc	4054	98	100	100	100	102	104	
Postage	4055	36	50	50	55	57	59	
Photocopier/printers	4056	595	600	700	700	714	728	
Stationery & newspapers	4057	260	300	300	350	358	366	
Office Equipment purchases	4058	0	600	400	800	816	832	
Office Equipment Maintenance	4059	20	100	100	100	102	104	
Software support - Finance & Pear Maps	4060	168	250	250	250	255	260	
TOTAL OFFICE SERVICES		2,215	3,400	3,300	3,755	3,808	3,861	
COMMUNICATIONS								
Newsletter publication	4070	895	1,200	1,200	1,200	1,225	1,250	
Newsletter delivery	4071	75	0	0	0	0	0	
Publicity / Consultations					300	306	312	
Web site - host/licence/support	4075	840	800	800	800	850	900	
Web Site - additional work	4076	0	1,000	1,000	1,000	400	420	
Annual Public Mtgs			300	300	300	306	312	
TOTAL COMMUNICATIONS		1,810	3,300	3,300	3,600	3,087	3,194	
MEMBERS								
Expenses	4080	42	100	100	100	102	104	
Room Hire / Meeting expenses	4081	107	200	200	200	204	208	
Training	4082	128	300	300	400	410	420	
Chairman's allowance	4085	264	250	250	300	306	312	
TOTAL MEMBERS		541	850	850	1,000	1,022	1,044	
PROFESSIONAL SERVICES								
Legal, Audit and other Fees	4090/1	3,340	1,450	1,450	1,700	1,730	1,760	
GDPR	4091	0	500	500	0	0	0	
Insurance	4095	8,502	8,000	5,993	7,000	7,350	7,700	
Bank Charges	4096	84	250	250	250	255	260	
Payroll Services	4097	170	240	240	240	245	250	
TOTAL PROFESSIONAL SERVICES		12,096	10,440	8,433	9,190	9,580	9,970	
SUBSCRIPTIONS								
Chalc	4110	1,463	1,550	1,550	1,550	1,580	1,610	
Subscriptions other	4111	125	200	200	200	204	208	
TOTAL SUBSCRIPTIONS		1,588	1,750	1,750	1,750	1,784	1,818	
GRANTS AND DONATIONS								
grants s.137 donations	4120	1,200	2,000	2,000	2,000	2,000	2,000	
grants other (RBL band)	4121	350						
grant HCP (Christmas Mkt)	4125	800	500	500	500	500	500	
grant new cemetery			2,500	2,500				
TOTAL GRANTS AND DONATIONS		2,350	5,000	5,000	2,500	2,500	2,500	
VILLAGE SERVICES								
Village Competitions	4200	155	150	150	150	155	160	
Church Floodlights	4201	436	600	600	600	615	630	
Christmas Activities	4202	350	400	400	425	450	500	
Christmas lights maintenance	4203	5,110	5,700	5,700	6,200	6,800	6,950	
CCTV	4204		5,700	5,700	5,700	5,700	5,880	
lengthsman	4205	2,919	7,500	7,500	7,650	7,800	7,950	
Remembrance day	4210	400	400	400	550	575	600	
TOTAL VILLAGE SERVICES		14,520	20,450	20,450	21,275	22,095	22,670	
VILLAGE MAINTENANCE								
Street Lighting - repairs	4249	0	500	500	500	500	500	
Street lighting - electricity	4250	714	550	550	500	450	500	
Highways and Road Safety	4251	345	500	500	500	500	500	
Plants/Basket purchase	4253	242	750	750	1,400	1,430	1,460	
Plants/Basket maintenance	4254	1,135	1,200	1,200	1,400	1,430	1,460	
Dane Meadow maintenance	4410	0	1,500	1,500	1,500	1,500	1,500	
Recreation Services Maint	4256	21	250	250	250	250	250	
General Highways	4257	0	0	0	0	0	0	
Street furniture maintenance	4258	0	500	500	500	500	500	
Donated memorials		1,036		640				

replaced by 4210
grant for 2018/19 only

double check ~~~

To consider possible additions

EXPENDITURE HEAD	Code Cats	2017-18	2018-19		2019-20	2020-21	2021-22
		Actual Expenditure	Current Budget	Predicted Expenditure	Draft Budget	Budget Forecast	Budget Forecast
<i>Grant Funded Improvements</i>		1,839		5,149			
TOTAL VILLAGE MAINTENANCE		5,332	5,750	11,539	6,550	6,560	6,670
HCCC							
<i>Roofing</i>	4565		4,000	4,000	4,000	4,000	4,000
<i>Boundary and hedge work</i>	4570	560	1,000	1,600	1,500	1,500	1,500
<i>Maintenance work</i>	4572	9,349	3,000	2,400	2,000	2,000	2,000
<i>Public works loan #1</i>	4575	56,608	55,636	55,636	54,663	53,691	52,719
<i>Public works loan #2</i>		9,376	9,230	9,230	9,084	8,939	8,793
TOTAL HCCC MAINTENANCE		75,893	72,866	72,866	71,247	70,130	69,012
TOTAL REVENUE EXPENDITURE		156,299	168,326	179,133	185,697	187,438	189,403
PLUS EARMARKED CAPITAL FUNDS		33,000	41,500	41,500	40,500	44,000	44,500
TOTAL BUDGET REQUIREMENT		189,299	209,826	220,633	226,197	231,438	233,903

To consider Poplar trees

CAPITAL PROJECTS							
<i>Youth Facilities</i>	4600	25,202					
<i>HCCC boiler work (&fence)</i>	0	9,960					
<i>Croco Path</i>	4650	20,245			12,426		
<i>HCCC Grounds / Car park</i>	0	0	30,000	30,000			
<i>Conservation Area Signage</i>			3,000	3,000			
<i>Strathmore Close Play Area</i>					5,000		
<i>Phase 2 Village Centre</i>							50,000
<i>Extend Christmas Lights</i>	4540	1,307	3,000	3,000			
<i>Chester Rd / Brookfield Drive</i>							5,000
<i>HCCC conservatory work</i>	0	0	8,000	0			
<i>Upgrade path by library</i>			3,000	0			
<i>Picton Square</i>						3,000	
<i>Church Walk</i>					10,000		
<i>Bus stop seats</i>			1,000	1,000			
<i>SID posts</i>			4,000	4,000	5,000	2,000	
TOTAL CAPITAL EXPENDITURE		56,714	52,000	41,000	32,426	5,000	55,000

(see 5 year plan)

Transfers/ Addition to Capital Reserve		20,000	20,000	20,000	20,000	20,000	20,000
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Funds Brought Forward at start of year							
<i>Capital Reserves</i>		0	20,000	20,000	40,000	60,000	80,000
<i>Revenue Reserve</i>		25,000	25,000	25,000	25,000	25,000	25,000
<i>Capital Funds</i>		66,927	47,908	47,908	23,470	6,544	25,544
TOTAL RESERVES		91,927	92,908	92,908	88,470	91,544	130,544

INCOME this year							
<i>Precept</i>		197,030	209,406	209,406	225,597	230,788	233,203
<i>Bank Interest Received</i>		193	120	500	600	650	700
<i>Grants + HCCC Loan</i>		14,218					
<i>VAT</i>		1,328					
<i>Miscellaneous incl donations</i>		1,225		5,789			
TOTAL INCOME		213,994	209,526	215,695	226,197	231,438	233,903

EXPENDITURE this year							
<i>Revenue expenditure</i>		156,299	168,326	179,133	185,697	187,438	189,403
<i>Capital Expenditure</i>		56,714	52,000	41,000	32,426	5,000	55,000
TOTAL EXPENDITURE		213,013	220,326	220,133	218,123	192,438	244,403

Funds at end of year							
<i>Capital Reserves</i>		20,000		40,000	60,000	80,000	100,000
<i>Revenue Reserve</i>		25,000		25,000	30,000	25,000	25,000
<i>Capital Funds balance</i>		47,908		23,470	6,544	25,544	-4,956
Funds Carried Forward to next year		92,908		88,470	96,544	130,544	120,044

<i>Accounts Return 2017/18</i>	Spreadsheet	Actual
<i>Balance b/f</i>	91,927.00	91,927.00
<i>Precept</i>	197,030.00	197,030.00
<i>Other Receipts</i>	16,964.00	16,964.00
<i>Staff Costs</i>	34,422.00	34,422.00
<i>Loan Repayments</i>	65,984.00	65,984.00
<i>Other Payments</i>	112,607.00	112,607.00
<i>Balances Carried Forward</i>	92,908.00	92,908.00