



Chairman: Councillor Simon Hanes | Clerk: Mrs Arin Spencer
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Thursday 10th January 2019

Dear Councillors,

NOTICE IS HEREBY GIVEN that an **Ordinary Meeting** of **Kempley Parish Council** will be held in the **Kempley Village Hall** on **Thursday 10th January, 2018 at 7:30pm**. All members are summoned to attend. The meeting will consider the items set out below.

Public Participation. As per Standing Orders, members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. A person wishing to speak should raise their hand and, when invited to speak, state their name and interest in the matter under discussion. Members of the public should limit their individual contribution on an item to not more than 5 minutes. The Chairman may direct that a written or oral response be given to a question.

Submission of Motions for a Meeting: Members of the public may submit requests to any Councillor or the Clerk for questions or motions to be included on the meeting agenda. Requests received less than 7 clear days before the meeting will be carried over to the next meeting. Please see Standing Orders (published on the Parish Council's website) for further guidelines regarding the submission of Motions for a Meeting.

Arin Spencer
Parish Clerk

Friday 04 January 2019

AGENDA

- 1. Acceptance of apologies for absence**
To approve the reasons for the absence of Parish Councillors.
- 2. Dispensations**
Council is asked to discuss any written requests for dispensation the Clerk may have received from Councillors.
- 3. Declarations of Interest**
To receive declarations of Members' interests in accordance with the Code of Conduct.
- 4. Chairman's Announcements**

5. Previous Minutes

To approve the minutes of the Parish Council meeting held on 4 December 2018.

6. Financial Management

6.1. *To approve and sign the accounts for December 2018*

6.2. *To approve expenditure incurred since the Parish Council meeting of 4 December*

<u>Payee Name</u>	<u>Cheque</u>	<u>Amount</u>	<u>Transaction Details</u>
Arin Spencer	375	202.14	Salary
Arin Spencer	376	17.96	1&1 Website Builder
Arin Spencer	377	40.00	ICO Registration

6.3. *To note the most recent bank reconciliation*

7. Budget 2019/20

7.1. *To discuss and agree the overall budget priorities for 2019/20 (See Appendix 1: Kempley Parish Council - Budget Statement 2019/20)*

7.2. *To consider and agree the General Revenue Reserves to be carried forward in 2019/20. (See Appendix 2: NALC Guidance on Revenue Reserves)*

7.3. *To consider and agree Earmarked Revenue Reserves to be budgeted for in 2019/20.*

7.4. *To review, finalise and adopt the draft budget for 2019/20 (Appendix 2).*

8. Precept 2019/20

To agree precept figure for 2019/20 and sign the precept form.

9. Meetings

Next ordinary Parish Council meeting to be held on 05 February 2019 at 7:30pm in the Village Hall.

Schedule of meetings:

Meeting Date	Key Tasks
05/02/2019	
05/03/2019	Preparation for internal audit
02/04/2019	
07/05/2019	Annual Parish Council Meeting <ul style="list-style-type: none"> - Review documents listed for review in Standing Orders - Review insurance - Elections - Approve annual accounts and governance statement.
June 2019	Possible co-option if insufficient candidates at May election
July 2019	
August 2019	
September 2019	Appoint independent internal auditor First consideration of projects to be included in new budget
October 2019	Committees to consider their budgets
November 2019	First draft of budget for council to consider
December 2019	

Appendix 1:

DRAFT FOR DISCUSSION

Kempeley Parish Council: Budget Statement 2019/20

by Cllr Bob Earll

We have taken a new approach to setting the budget for 2019/20 which reflects the legal duties which we have to fulfil and the powers which cover many other aspects of our work.

The Council feels it is essential that we communicate to parishioners the thinking behind the budget, the plans and our priorities for our work. These duties and powers, outlined in a task list, reflect our commitment to strong governance and the Community Led Plan.

The budget, along with a set of detailed notes, outlines our expenditure plans which we have used to set the precept. The main priorities for our budget in 2019/20 are broadly as follows:

- It has been the commitment of this Council following the events of summer 2018 to renew and prioritise strong and good governance to meet our legal duties. To this end we are investing in training of our clerk and councillors and materials to support their work and to achieve Quality Gold status over the next three years through the Local Council Award Scheme.
- We will make parishioners fully aware of the opportunity to hold a contested election so that the parish council can be renewed in an open and transparent way consistent with good governance.
- We have now firmly established Council's authority to raise funds through a Public Works Loan for the purpose of making a grant to fund the village hall refurbishment. We are fully committed to supporting the work on this vital village asset. We await an application for grant funding from the Kempeley Village Hall Trust without which we cannot proceed. Once received, the application would be duly considered and, if approved, a public participation survey would be conducted to establish community support for raising the precept to cover the loan repayments. For this reason, the loan repayments cannot form part of the budget for 2019/20. We will take forward our support for the village hall refurbishment in close liaison with the Kempeley Village Hall Trust.
- We are committed to the maintenance of village assets, not least those on the village green, and the budget allocation reflects that.
- Many other aspects of our work following the theme headings outlined in the Community Led Plan will be the topics of our ongoing activities and these will be communicated routinely both through regular newsletters and information on the updated Kempeley Parish Council website.
- Finally, in ensuring that the financial burden placed on parishioners is minimised we have carefully reviewed the balance between increased expenditure requirements and reserves and adjusted our reserves accordingly so that we do not hold an excess of what is required under financial good governance.

Appendix 2

Extract from:

Memorandum from the National Association of Local Councils (LAI 08)

The National Association of Local Councils (NALC) is the recognised national body supporting and representing the interests of neighbourhood, parish and town councils in England. A total of around 8,500 local councils. These councils have power to raise their own funds through Precept on the Billing Authority. They provide employment for around 25,000 staff and have a total annual expenditure of some £400 million.

The first tier of local government works towards improving community well-being and providing better services at the local level. Their work falls into three main categories: representing the local community, delivering services to meet local needs and striving to improve the quality of life in their community. Electorates range from 100 to 60,000; the range of expenditure is equally large from no financial transactions to revenue expenditure of some £5 million per year.

Q1. What are the present arrangements for local authorities' Treasury Management - and in particular the requirement to produce Annual Investment Strategies - and how have these affected the performance of local authorities, both as service providers and employers, given recent potential losses experienced by many local authorities?

1. The Secretary of State's Guidance (of March 2004) is applicable in certain cases to Parish & Town Councils as set out at paragraph 25 of the Guidance. The Circular is included, in full, as an Appendix to the "proper practices" under the Accounts & Audit Regulations - Governance and Accountability for Local Councils - A Practitioners' Guide 2008 (England). This sets three levels of guidance dependant on the values invested.
2. Parish & Town Councils hold Investments as part of their prudent and proper management of their financial resources. Balances are held for some 4 different purposes and not every category will apply at every Council.
 - (i) Capital Receipts (monies from sale of assets) will be held until utilised in accordance with the Regulations for capital purposes (asset purchase, grant towards a capital purchase, or repayment of loan).
 - (ii) A lump sum may be held for future maintenance of assets such as may arise under provision of community facilities under section 106 Planning Agreements.
 - (iii) Councils often save towards future large items of expenditure to spread the costs to the Council Taxpayer - thus the 4 yearly costs of full elections may be accumulated over the preceding 4 financial years; these will cover many types of expenditure including cyclical repairs and maintenance, replacement of equipment etc. These reserves are usually called Earmarked Revenue Reserves.**
 - (iv) Finally, any prudent council will carry forward some Un-earmarked General Revenue Reserves to meet the unexpected and to use for working capital until the Income due from the Billing Authority is received. These final balances are held to some extent by all councils and should fall within a range of 3 to 12 months net revenue expenditure. Thus the total value of Balances and Reserves is set by the individual circumstances, and by a formal decision, of the Council.**

Appendix 3

KEMPLEY PARISH COUNCIL DRAFT BUDGET 2019/20

EXPENDITURE	BUDGET 2018/19	YTD Spend 2018/19	Expected year end	BUDGET 2019/20	BUDGET 2020/21	BUDGET 2021/22	Notes
Compliance with Statutes							
Salaries	2000	1155	2053	2430	2490	2550	1
Staff travel and expenses	0	0	0	40	40	40	
Staff Training	180	40	180	690	200	200	2
Data Protection Fee (ICO)	0	0	40	40	40	40	
Procedural Rules							
Meetings - Hall Hire	150	0	150	180	185	190	3
Internal Audit Fees	0	0	90	90	90	90	4
<i>Governance & Accountability</i>							
Postage	0	0	0	15	15	15	
Stationery	0	0	0	10	10	10	
Printing Costs	0	22	40	60	60	60	
Councillors' Travel	0	0	0	50	50	50	
Councillors' Training	380	95	285	380	190	190	5
Insurance	250	248	248	260	270	285	6
Subscriptions	80	0	155	160	165	170	7
Election	175	0	0	1300	40	40	8
Local Council Award Scheme	0	0	0	100	114	130	9
Basic Services							
Highways & Traffic Calming Services	0	0	0				
Community Spirit							
Defibrillator Maintenance	151	151	151	152	152	152	10
Annual Parish Meeting	50	15	0	50	50	50	
<i>Village Hall</i>							
Public Participation Survey				75			11
<i>Community Assets</i>							
Village Green Maintenance	480	0	480	730	745	760	12
General Repairs	0	0	0	150	150	150	13
Planned Maintenance	0	0	0				14
Environment	0	0	0	300	300	300	
Communication							
Website + IT Costs	275	147	184	185	195	205	15
Section 137 Expenditure							
British Legion Poppy Wreath	20	20	20	30	30	30	16
Contingency	500	0	0	0	0	0	17
TOTAL EXPENDITURE	4691	1893	4076	7477	5581	5707	
INCOME							
Grants/gifts/s106/CIL	0	0	0	0	0	0	
Bank/investment interest	0	0	0	0	0	0	
TOTAL INCOME	0	0	0	0	0	0	
Requiring funding	4265	1595	3741	7477	5581	5707	
Use of ringfenced funds	426	298	335	311	152	152	18
Use of reserves	-624		-1148	1830	0	0	19
PRECEPT	4889	4889	4889	5336	5429	5555	20

KEMPLEY PARISH COUNCIL
DRAFT BUDGET 2019/20

NOTES

1. 12 months x 20hrs x 10.107 = £2425.68
2. CiLCA £235 + £350 and Arnold Baker on Local Council Administration Law book £105
3. Six ordinary meetings and six planning meetings (if required) at £15 per meeting.
4. GAPTC Internal Audit Service
5. Training for four new councillors at £95 each. In year two and three assume two new councillors p.a.
6. Assumed a 4-5% increase p.a.
7. Subscriptions are for GAPTC and SLCC membership
8. Cost of a contested election is £1300. Cost of an uncontested election is £150.
9. Foundation Standard £100, Quality Award £114, Gold Quality Award £120 (if applied for in consecutive years)
10. Defibrillator maintenance contract
11. To cover cost of printing survey for each household.
12. £480 for mowing of the green and pruning of the hedges by Jeff Manns. £250 for pruning of trees.
13. Repairs to noticeboards etc.
14. Provision for asset Life Cycle and Replacement costs
15. Website domain and builder plus monthly fee £92. Microsoft Office £60. Antivirus £32.
16. Donation to British Legion Poppy Appeal under S137.
17. It is not best practice to have a contingency figure in the budget. That is what the reserve is for. At year end the reserve figure is expected to be approximately £5000. Suggest this be amended to Earmarked Revenue Reserves.
18. Ringfenced funds: £152 for defibrillator maintenance + £159 remaining from transparency fund for website.

19. Allocated from reserves:

Contested Election	£	1,150
Clerks Training	£	490
Councillor Training	£	190
	£	<u>1,830</u>

20. The tax base for Kempley in 2019-20 is £133.89.

The precept figure per tax band D household will therefore be £39.85 based on the draft budget above.

Increase year on year:	7.7%
Increase per year:	2.86 pounds
Increase per week:	0.06 pence