

SHORNE PARISH COUNCIL

**Minutes of the Budget & Finance Meeting held on
28th October 2021 at Shorne Village Hall**

PRESENT

Mr R Lane (Chairman)
Mr R Theobald
Mrs P Clifton
Mrs L McCluskey
Mr R Hardy
Mrs Lindley

APOLOGIES

Mr J Bugg
Mr C Rea

1. To receive any declarations of interest

None advised.

2. Review of 2021/22 half-yearly expenditure

The Clerk presented a report on expenditure for the first half of the year compared with the estimates. It was noted that the total expenditure for the first six months of the year to 30th September 2021 was £11,538.28, excluding our £1,500 contribution towards the new play area. With the contribution towards the play area included, the total expenditure was £13,038.28. See attached amended schedule.

This is lower than anticipated, partly due to the impact of Covid-19 restrictions and the slippage in certain items of expenditure. However, it is expected that expenditure will increase during the second half of the year.

The cost of the play area to date is £25,312.19, of which £1,500 was funded by Shorne Parish Council as a third party contribution, and the remainder from grants and donations.

Barclays (Working Account) as end of September was £14,610.77. Lloyds TSB (Precept Balances) as of end of September was £62,556.52. Lloyds TSB (Crabbles Bottom Non Precept) as of end of September was £31,107.66.

3. Review of anticipated expenditure and full year estimate for 2021/22

The forecast of expenditure for the second half year and the likely outturn for the year was reviewed and discussed.

Major items of expenditure expected to be incurred during the second half of the year include the planned adventure trail in Shorne Common. Ms Clifton and Mrs McCluskey agreed to produce proposals for approval by Members. Mrs McCluskey

cautioned that material prices have increased considerably this year, and supply shortages may impact the scheme.

As budgeted at last year's Finance Meeting and agreed in principle in subsequent discussions, it was **agreed** to award Shorne Scouts a grant of £599.16 towards the cost of their new cabin. This will offset the costs incurred for their design drawings and planning application.

It was agreed that the Clerk should purchase a new, replacement Office Telephone as the old one that she provided herself is no longer working. The cost was estimated at £50.

It was agreed to cancel the Zoom membership which was used for online meetings, as online meetings for formal Council business are no longer permitted. The subscription may be reinstated if the situation changes.

It was agreed to increase the provision set aside for the car park resurfacing to £3,000.

It was noted that the estimated expenditure for the second half of 2021/22 is expected to be £26,992.61 including provisions and our £2,500 contribution towards the planned adventure trail, plus a further £7,707.81 funded from grants. The full year expenditure is estimated to be £71,550.89, of which £38,825.89 is funded from the precept and £32,725 from grants and donations.

At Crabbles Bottom (non-precept expenditure), costs to date amount to £1,998.21. The expenditure during the second half of the year is expected to make a full year cost of £6,001.79.

It was agreed that the schedule would be revised to take account of the items discussed, and recirculated for recommendation to Full Council on 26th November 2021.

4. Consideration of provisions and one-off major items for 2022/23

A number of items were discussed. These included outdoor gym equipment for Michael Gardens, bus shelter improvements, and the car park resurfacing. Mr Rea and Mrs McCluskey were requested to produce a proposal and to obtain estimates for outdoor gym equipment. This would enable funding options to be explored, but Members considered that it would be appropriate for the Parish Council to invest in assets for Shorne West.

It was proposed that priority should be given to updating the bus shelters at Shorne Crossroads at the earliest opportunity. Estimates are required, and Mr Theobald agreed to follow this up.

A budget of £10,000 was set aside for a capital project(s), to be determined and agreed at a future meeting.

5. Asset repair & renewal accruals

Mr Lane pointed out that it is not good practice to have large, unidentified and unallocated balances, and that we should set aside separate asset renewal and replacement funds to ensure that we are able to meet the cost of major repairs and eventual replacements.

Repair and renewal provisions were agreed for the car park, CCTV system, AED, SID, Speedwatch equipment, and the children's play equipment, to be paid into the bank account that Mrs Poole has set up for this purpose.

6. Budget for 2022/23

Taking account of cost increases, repairs & renewals, and the need to invest in new assets or upgrading existing assets, the budget expenditure for 2020/23 was estimated to be £42,230.00.

7. Setting of annual precept for 2022/23

It was noted that Shorne's Band D precept is currently the lowest of all the parishes in Gravesham. Unexpected expenditure and capital investment is always problematic, and there is always the possibility that parish council increases could be capped at some time in the future, as are county councils and district councils.

It was **AGREED** to recommend to Council that a Precept for the sum of £42,230.00 be submitted to Gravesham Borough Council for the year 2022/23.

This would represent an increase for Band D properties from £33.57 a year to around £36.46 based on current electorate numbers, an increase of 8.6% or 5p to 6p a week.

8. Any matters arising from Committees and Members

Mr Theobald suggested the possibility of planting bulbs on the green at Davys Place, however it was felt this would not be appropriate due to cars parking on there.

Mrs Lindley reported that Harlex has been granted planning permission for the Barn.

Mrs McCluskey reported that the signs that were requested for Michael Garden Park have been replaced and the wording changed to "This play equipment is suitable for children up to 12 years old". This was considered to be an improvement.

It was agreed that Mrs McCluskey would make a suitable gesture of gratitude up to the value of £50.00 to Mr Clisby who has kindly produced a number of signs and notices at no charge, and we may need other signs made in the future.

A number of unauthorised signs advertising TLH Paving have been put up in Shorne and Shorne West. Mrs Poole has written to the company responsible, and has personally removed two this evening.

Ms Clifton reported that Members visited the site of the spigot mortar at Shorne Common today, and Mr Rea is planning to clear vegetation from the immediate area with his brush cutter next week.

Ms Clifton reported that the dead tree on the verge near the junction of Court Lodge is at the Rose & Crown end, and enquired whether it could be cut down to a stump and the branches left in situ as a habitat for wildlife. It was considered that this would not be appropriate due to its location and the possibility that the tree is diseased. Ms Clifton will contact KCC to get this removed. Ms Clifton has now obtained the bulbs for planting in this area, and passed the invoice to Mrs Poole.

Mr Hardy reported that one of the “Riverview Park & Shorne West” signs at the junction of Marling Way and Valley Drive is missing. Mrs Lindley asked him to report this to KCC on the website, using Google Street View photographs if necessary.

Mrs Poole reported that she has just two units to go out of the 30 units to achieve the CiLCA qualification to become a fully certified Clerk.

There being no further business, the meeting closed at 22.05

Signed Mr Lane:.....

Dated:.....

SHORNE PARISH COUNCIL - 2021-2022

Revenue	Revenue for 2021/22				
Precept	£38,890.00				
Grants KCC	£5,000.00				
Grants Veolia	£15,000.00				
Donations	£2,725.00				
Grants GBC	£10,000.00				
Total including Grants/Donations & Precept	£71,615.00				
Expenditure	Estimated Expenditure for 2021/22	Actual Expenditure as at 30/09/21	Estimated Expenditure for next 6 months	Total Estimated	Estimated Expenditure for 2022/23
Clerk's Salary Gross	£12,000.00	£5,272.74	£6,727.26	£12,000.00	£13,000.00
Employers Contribution NI included in gross salary	-	-	-	-	-
Employers Contribution Pension included in gross salary	-	-	-	-	-
Course for Clerk & Conf. Fees	£1,000.00	£0.00	£500.00	£500.00	£500.00
P.Cllrs Expenses and P Cllrs/Clerks Travel	£100.00	£0.00	£100.00	£100.00	£100.00
Payroll for Clerks Salary/Pension	£250.00	£114.00	£136.00	£250.00	£250.00
Accountant PKF Littlejohn	£200.00	£300.00	£0.00	£300.00	£300.00
Civic Expenses & Flowers	£200.00	£75.00	£125.00	£200.00	£200.00
Contribution towards IT equipment	£200.00	£200.00	£0.00	£200.00	£300.00
Data Protection ICO	£40.00	£35.00	£0.00	£35.00	£40.00
Hire of Hall and Room/Zoom	£550.00	£59.95	£490.05	£550.00	£600.00
Insurance	£700.00	£670.45	£0.00	£670.45	£700.00
Internal Audit	£300.00	£193.00	£0.00	£193.00	£250.00
Legal Fees	£500.00	£0.00	£500.00	£500.00	£500.00
Office, Stationery, Drop in sessions & Postage	£350.00	£135.39	£214.61	£350.00	£300.00

Phone Hardware	-	-	£50.00	£50.00	£0.00
one.com e-mail domain	£110.00	£0.00	£177.44	£177.44	£200.00
Printing - Leaflets	£100.00	£0.00	£100.00	£100.00	£100.00
Printing Parish Report	£600.00	£510.00	£0.00	£510.00	£600.00
Publications (Council Books)	£60.00	£0.00	£60.00	£60.00	£60.00
Refreshments Parish Assembly/Christmas	£100.00	£0.00	£100.00	£100.00	£100.00
Subscriptions Open Space, SLCC, KALC, CPRE	£1,100.00	£915.20	£184.80	£1,100.00	£1,100.00
Tel/Broadband	£350.00	£119.55	£230.45	£350.00	£400.00
Website	£500.00	£0.00	£500.00	£500.00	£500.00
Grants/Donations	£1,200.00	£0.00	£1,000.00	£1,000.00	£1,000.00
Pop up café (included in Grants/Donations above)	-	-	-	-	-
Church Clock	£225.00	£0.00	£225.00	£225.00	£225.00
Lower Thames Crossing	£500.00	£0.00	£500.00	£500.00	£500.00
Public Election (every 4 th year)	£0.00	£0.00	£0.00	£0.00	£0.00
Wreath - Remembrance Sun. Section 137	£55.00	£0.00	£55.00	£55.00	£55.00
Planning & Highways (see below)	£2,500.00	-	-	-	£2,500.00
Public Consultation	£0.00	£0.00	£0.00	£0.00	-
Signage on Roads	£0.00	£0.00	£1,000.00	£1,000.00	-
Traffic Monitoring The Street	£0.00	£0.00	£750.00	£750.00	-
Other	£0.00	£0.00	£750.00	£750.00	-
Footpaths, Properties and Greens (see below)	-	-	-	-	-
Village Hall Car Park/Manor Field Edge	£0.00	£0.00	£0.00	£0.00	£0.00
Village Hall Car Park	£0.00	£0.00	£0.00	£0.00	£0.00
Painting Railings	£2,100.00	£2,175.00	£0.00	£2,175.00	£0.00
Butt/Bollards	£500.00	£238.00	£262.00	£500.00	£500.00
Cameras	£0.00	£0.00	£0.00	£0.00	£0.00
Village Hall Clock	£0.00	£0.00	£0.00	£0.00	£0.00

Noticeboard replacement	£100.00	£0.00	£950.00	£950.00	£500.00
Play area and annual maintenance	£1,500.00	£0.00	£150.00	£150.00	£150.00
Shorne Rec	£100.00	£0.00	£100.00	£100.00	£100.00
Signs	£150.00	£0.00	£150.00	£150.00	£150.00
Supplementary verge cutting	£560.00	£400.00	£160.00	£560.00	£600.00
Tree Survey	£250.00	£0.00	£250.00	£250.00	£250.00
Tree Work	£1,000.00	£0.00	£2,000.00	£2,000.00	£1,000.00
Provisional Contingency	£840.00	£0.00	£840.00	£840.00	£1,000.00
Provisions Repairs & Renewals Funds (see below)	-	-	-	-	-
Car Park remedial fund provision	£500.00	£0.00	£3,000.00	£3,000.00	£1,000.00
CCTV Maintenance	£150.00	£125.00	£200.00	£325.00	£300.00
Defibrillator AED	£150.00	£0.00	£200.00	£200.00	£200.00
SID	£100.00	£0.00	£500.00	£500.00	£500.00
Play Area	£0.00	£0.00	£0.00	£0.00	£1,500.00
Speed Watch	£100.00	£0.00	£100.00	£100.00	£100.00
Subtotal	£31,890.00	£11,538.28	£23,337.61	£34,875.89	£32,230.00
Projects (see below)	£6,000.00	-	-	-	-
Picnic Tables	£1,000.00	£0.00	£0.00	£0.00	-
Shorne Common Play Area (Grants & Donations - Non Precept)	-	£23,812.19	£1,155.00	£24,967.19	-
Shorne Common Play Area - Shorne PC 3rd Party Contribution to Veolia	-	£1,500.00	£0.00	£1,500.00	-
Adventure Trail (from Grants & Donations – Non Precept)	-	£0.00	£7,757.81	£7,757.81	-
Adventure Trail (Shorne PC contribution to cost)	-	£0.00	£2,450.00	£2,450.00	-
Project (eg Bus Shelters, Gym Equipment, car park, etc)	-	£0.00	£0.00	£0.00	£10,000.00
Total	£38,890.00	£36,850.47	£34,700.42	£71,550.89	£42,230.00

Crabbles Bottom (Non-precept expenditure):					
Footpaths, Meadow & Bridleway (Gozzett)	£2,500.00	£1,923.00	£758.00	£2,681.00	£2,500.00
Fencing repairs (AGS)	£5,000.00	£0.00	£3,000.00	£3,000.00	£5,000.00
Other (Signage, sundry items)	£500.00	£75.21	£245.58	£320.79	£500.00
Total	£8,000.00	£1,998.21	£4,003.58	£6,001.79	£8,000.00
Total from Precept		£13,038.28	£25,787.61	£38,825.89	£42,230.00
Total from Grants		£23,812.19	£8,912.81	£32,725.00	-
Crabbles Bottom		£1,998.21	£4,003.58	£6,001.79	£8,000.00
Total		£38,848.68	£38,704.00	£77,552.68	£50,230.00
VAT Repaid (for information only – not included in sum) Submitted end of Sept so awaiting payment from HMRC		-£5,646.96			
	Precept for 2021/2022 £38,890.00				
Bank Balances:					
Lloyds TSB as of end of Sept	£31,107.66	Crabbles Bottom			
Lloyds TSB as of end of Sept	£0.00	Shorne Play Area Renewals			
Lloyds TSB as of end of Sept	£0.00	Fixed Assets Renewals			
Lloyds TSB as of end of Sept	£62,556.52	Precept - Savings			
Barclays Bank as of end of Sept	£14,610.77	Everyday Account			
Total	£108,274.95				