

## PORTBURY PARISH COUNCIL

### FINANCE MEETING

#### **MINUTES OF THE MEETING HELD TUESDAY 19<sup>th</sup> January 2016 AT ADCROFT HOUSE, ROATH ROAD, PORTISHEAD**

Present: Cllr Longstaff    Cllr Langdon (RFO)    Cllr Weekes    Cllr Randall

Chair : Cllr Phipps

Clerk : Cllr Hale

Minutes taken by Sara Thompson (PBS)

Meeting commenced at 7.00pm

Apologies received from Cllrs Romanski and Lange

#### **1. Review of Income and Expenditure 2015/16**

Cllr Langdon gave a brief overview of income & expenditure during the financial year 2015/16. Spending up to January 2016 had remained within budget, and it was expected to do so until the end of the financial year.

#### **2. Formalisation of Council budget and precept request 2016/17**

It was anticipated that general running costs would remain comparable with 2015/16 but that the budget for grass cutting should be increased to allow for improvements to the Village Green; funds previously reserved for contingencies would be reallocated to achieve this.

Please see below for agreed 2016/17 budget.

After further discussion, it was agreed to request a Precept from NSC for the sum of £19607, coupled with a grant from the Council Tax Support Scheme for the sum of £1032.

**RESOLVED that:** A precept request as detailed above would be submitted to North Somerset Council.

#### **3. Procurement of audit for smaller councils**

From the start of the 2017/18 financial year, smaller authorities with a turnover of less than £25000 will be exempt from having to submit an annual financial return but will still need to appoint the services of an external auditor should there be any queries raised by electors. To meet this requirement, NALC and other authorities will be establishing a Sector Led Body, in accordance with The Local Audit and Accountability Act 2014, to which Portbury Parish Council will automatically be opted into unless otherwise requested.

**RESOLVED that:** Portbury Parish Council will opt into the SLB auditor appointed scheme

**4. The election of internal auditors during the year 2016/17**

**RESOLVED that:** To comply with The Financial Regulations for Smaller Authorities (to be adopted), the Council would seek the services of an independent Internal Auditor.

**5. The election of PBS Admin to provide administrative duties during 2016/17**

**RESOLVED that:** The Council would be pleased to retain the secretarial services provided by PBS Admin during the financial year 2016/17.

**6. Agreement of Councillor allowances**

It was agreed that Councillors can continue to claim the standard mileage rate for attending meetings outside of the parish boundary, and that additional expenses, such as sustenance, would be reviewed on an individual basis at the time it would be incurred.

**7. Any other business**

None

**Meeting closed at 8.00pm**

**PORTBURY PARISH COUNCIL - BUDGET****2016/17**

<b>Code</b>	<b>Account</b>	<b>Budget</b>
1 1	Clerk	£ 9,540.00
1 2	Consultant	£ 500.00
1 3	Travel Exp	£ 100.00
1 4	Chair's expenses	£ 20.00
	Cllrs expenses	£ 20.00
2 1	Photocopying	
2 2	Postage	
2 3	Stationary	
2 4	Telephone	
2 5	Rent	£ 252.00
2 6	Office equipment	
26 a	Equipment	
3 1	Electricity	£ 500.00
3 2	Water	£ 150.00
3 3	Grass Cutting	£ 1,200.00
3 4	Maintenance	£ 3,000.00
	Memorial	£ 300.00
4 1	Subs/Pubs	£ 200.00
4 2	Distribution	
4 3	Leasing	£ 1,000.00
4 4	Hospitality	
5 1	Insurance	£ 850.00
5 2	Bank charges	
5 3	Audit	£ 400.00
6 1	Donations	£ 1,000.00
	Contingencies	£ 1,600.00
		<b>£20,632.00</b>