



Heybridge Parish Council

Minutes of the **BUDGET COMMITTEE OF THE PARISH COUNCIL** held on **WEDNESDAY 9th NOVEMBER 2016** in The Claydon Room, Plantation Hall, Colchester Road, Heybridge.

PRESENT

Councillors: Michael Edwards Prof Lew Schnurr
Richard Perry

Officers: Laurie Wiebe – Clerk & Responsible Financial Officer to
the Parish Council

John Williams – Internal Auditor

Members of Public: None

In the Chair: Cllr. Prof. Lew Schnurr

The meeting started at 1:34pm.

16/264 Election of Chairman

Members considered electing a Chairman of the Committee. Cllr Edwards nominated Cllr Prof Schnurr which was seconded by Cllr Perry.

It was **RESOLVED** that Cllr. Prof. Schnurr be elected Chairman of the Committee for the current municipal year.

16/265 Apologies for absence

There were none.

16/266 Chairman's Announcements

No announcements.

16/267 Minutes

The minutes of the meeting of the Budget Committee of the Parish Council held on 1st December 2015 were received.

It was **RESOLVED** that the Minutes of the meeting of the Budget Committee held on 1st December 2015 be approved and confirmed.

16/268 **Declarations of Discloseable Pecuniary Interests, Other Registerable Pecuniary Interests, Registerable Non-Pecuniary Interests**

None.

16/269 **Public Participation session**

None present.

16/270 **Budget Review 2016/17**

Members reviewed the current budget as of 20th October 2016 and re-forecasted 2016-2017 budget.

It was noted that:-

Code 2501 – reforecast budget increased to £2500;

Code 3101 – reforecast budget be increased to £72000;

Code 3901 – reforecast budget be increased to £20,000 to cover the costs of the by-elections.

Total income reforecast = £210,500.

Total expenditure forecast = £242,450.

Deficit for the year = £31,950.

16/271 **2017-2018 Budget**

Members considered drafting a Budget for 2017-2018. It was noted that the draft budget (appended to the minutes) would result in a significant increase in the precept (29.6%.)

It was noted:-

- Sinking fund was for wear and tear on Plantation Hall and other property and was to spread the cost over a period of years;
- Main boiler and Main Hall flowing in Plantation Hall may need to be replaced;
- Grounds maintenance contract will be going to tender therefore will increase budget;
- Salaries increase are justified by increase in workload;
- Precept should be kept as high as reasonable as it is unknown if the precept will be capped.
- There would be a separate budget sheet for Plantation Hall extension.
- The rates for Plantation Hall and Daisy Meadow Car Park are currently being reviewed for 2017.

Members **RESOLVED** that full Council should consider the draft 2017/18 budget at the next Council meeting before the Budget Committee finalises the proposed budget.

16/272 Letter of Engagement Internal Auditor

Members received the internal audit programme for 2016-17. It was noted that the programme was in keeping with the suggestions from the external auditor.

Members considered if any additional items should be added to the internal audit programme. It was noted that Cllr Prof Schnurr would review the Financial Regulations.

It was **RESOLVED** to agree the internal audit programme for 2016-17.

16/273 Future Meeting Dates

The next meeting of the Parish Council will be held on 17th November 2016 at 7:00pm.

The next meeting of the Budget Committee of the Parish Council will be held on Tuesday 6th December 2016 at 10:00am.

The Chairman closed the meeting at 4:15pm.

Chairman