

SCARISBRICK PARISH COUNCIL

**Minutes of the meeting of the Parish Council held at 7.30pm on Monday 18<sup>th</sup> January 2021. This meeting was held in compliance with Regulations 5 of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings (England and Wales) Regulations 2020**

---

**PRESENT.**

Councillor A. Blundell (in the Chair)  
Councillor J Marshall  
Councillor G Holcroft  
Councillor M Andrews  
Councillor J Herbert  
Councillor N Makin

No members of the public were present.

**21/021 APOLOGIES:**

No apologies received.

**21/022 DECLARATIONS OF INTEREST:**

None.

**21/023 CONFIRMATION OF THE MINUTES:**

**It was resolved that the minutes of the Parish Council meeting held on Monday 4<sup>th</sup> January 2021 be approved and signed by the Chair.**

**21/024 ADJOURNMENT OF THE MEETING:**

As there were no members of the public present the meeting was not adjourned.

**21/025 FINANCE:** To consider accounts for payment on the attached list.

**It was resolved to pay the following accounts:**

<b>Payee</b>	<b>Detail</b>	<b>Amount</b>	<b>Authority</b>
J Smith	Purchase of Parish Laptop	£479.00	LGA 1972, s111 (2)

Following further enquiry with HMRC regarding the correct allocation of payments the payment to HMRC shown on the original (circulated) schedule of payments was cancelled.

It was resolved to change the order of the agenda to consider the Council's reserves position before discussing the budget for the next financial year.

SCARISBRICK PARISH COUNCIL

**21/028 2021/22 RESERVES:** Documents were circulated.

Due to the coronavirus pandemic expenditure during 2020/21 was below budget. This was mainly due to inability to employ contractors or to complete projects as planned.

Total expenditure to 31/03/21 is forecast to be £16,046 against the budget of £27,086. This represents an underspend of £11,041.25 for the year.

The current balance held in the Reserves Bank Account (Dec 20) is £25,022. The current balance in the Treasurers/Current Bank Account is £20,622 (Dec 20) which shows that there are surplus funds that exceed the expected remaining expenditure for 2020/21.

Reserves are held in accordance with the Council Reserves Policy.

**It was resolved to maintain the reserves balances as follows with necessary bank transfers to be completed as soon as possible after 31/03/21:**

<b>RESERVE</b>	<b>PURPOSE</b>	<b>2021/22 £</b>
<b>General Reserves:</b>		
General Reserve	To cover 6 months of operating costs in case of delays to income stream	15,000
Election Reserve	To cover unexpected costs of contested election for a casual vacancy	6,000
Locum Clerk Reserve	To cover the loss of prolonged unavailability of the Parish Clerk	3,000
Maintenance Reserve	To cover unforeseen maintenance costs such as urgent remedial work or emergency repairs	3,000
<b>Earmarked Reserves:</b>		
Projects	To support additional expenditure on planned 2021/22 projects	5,000
Speed Indication Equipment	To support additional expenditure on speeding project	1,000
<b>TOTAL</b>		<b>£33,000</b>
Reserves Bank Account		£25,022
Transfer to Reserves from Current Account at year end		£7,978

## SCARISBRICK PARISH COUNCIL

**21/026 TO AGREE THE BUDGET FOR THE FINANCIAL YEAR 2021/22:** Documents were circulated.

The Council discussed the budget for the 2021/22 financial year.

The Council noted that the Clerk's salary was likely to increase in the next financial year due to award of increment and due to any awarded cost of living LG pay increase. This would mean that the Clerk's salary could reach the NI threshold for employer and employee contributions, and also the threshold for auto-enrolment into a pension scheme. The budget for 2021/22 £9,700 was appropriate.

The Council noted that the Clerk's Expenses budget was underspent. This was explained as being due to reduced activities due to the coronavirus pandemic. The budget for 2021/22 was set at £500.

The Council noted that the General Administration budget was underspent. This was again explained as being due to reduced activities due to the coronavirus pandemic. The budget for 2021/22 was set at £3,500.

The Council noted that a one-off donation had been made to CPRE which had caused the expenditure for 2020/21 to be above budget. For 2021/22 expenditure will return to the same recipients as in previous years. The budget for 2021/22 was therefore set at £1,700.

The Council noted that the Maintenance budget for 2020/21 was underspent. This was explained as being due to difficulties for contractors to complete maintenance tasks safely during the coronavirus pandemic. There is a need to increase the budget to include biannual bus shelter and noticeboard cleaning along with other maintenance works. The budget for 2021/22 was set at £4,000.

The Council noted that the Training budget for 2020/21 had not been spent. This was again explained as being due to reduced activities due to the coronavirus pandemic. However, it is expected that training events in 2021/22 will be attended by the clerk and new co-opted councillors. The budget for 2021/22 was set at £600.

The Council noted that the Grass Cutting budget for 2020/21 was underspent. This was again explained as being due to reduced activities due to the coronavirus pandemic. However, the grass cutting contract is the subject of a tender exercise with a new contractor to be appointed for 4 years from May 2021 and it is assumed that there will be a cost increase. The budget for 2021/22 was set at £3,500.

The Council was aware that the Project budget for 2020/21 had not been spent. Although specific projects had been identified it had not been possible to complete them due to the coronavirus pandemic. The budget for 2021/22 was set at £4,500.

SCARISBRICK PARISH COUNCIL

**2021/22 BUDGET**

	A	B	A/B	
	Budget Current Year 2020/21 £	Forecast out-turn Current year 2020/21 £	Variance (- = overspent)  £	Budget 2021/2022  £
<b>EXPENDITURE:</b>				
Clerk's Salary	12,150	9,445	2,705	9,700
Clerk's Expenses	500	250	250	500
General Administration	3,000	2,441	559	3,500
Grants, Donations, S137	1,700	1,825	-125	1,700
Maintenance	1,500	565	935	4,000
Training	500	0	500	600
Grass Cutting	2,736	1,520	1,216	3,500
Projects	5,000	0	5,000	4,500
<b>TOTAL EXPENDITURE</b>	<b>£27,086</b>	<b>£16,046</b>	<b>£11,040 (underspend)</b>	<b>£28,000</b>

<b>INCOME:</b>				
Concurrent Expenditure Grant		2,817		2,817
<b>TOTAL INCOME</b>				<b>£ 2,817</b>
<b>AMOUNT REQUIRED</b>				<b>£25,183</b>
<b>LESS COUNCIL TAX SUPPORT GRANT</b>				<b>-949</b>
<b>AMOUNT TO BE RAISED</b>				<b>£24,234</b>
<b>TAXBASE</b>				<b>£ 1,377.10</b>
<b>PRECEPT</b>				<b>£17.60</b>

**It was resolved to set a budget of £28,000 for the 2021/22 financial year.**

**21/027 TO FIX THE PRECEPT FOR THE FINANCIAL YEAR 2021/22:** Documents were circulated.

Based on a budget of £28,000, a Concurrent Grant of £2,817, a Council Tax Support Grant of £949 and using a tax base of £1,337.10, the precept will be £17.60. This represents an increase of 39p on the precept set for 2020/21 (£17.21)

**It was resolved to set the precept at £17.60 for the 2021/22 financial year.**

## SCARISBRICK PARISH COUNCIL

**21/029 ITEMS FOR FUTURE AGENDAS:** To receive requests for future agenda items.

Future agenda items were requested as follows:

- 1) Bus Shelter cleaning – to consider possible tender and contractual arrangements.
- 2) Maintenance of memorial bench at the Village Hall.

The meeting closed at 8:50pm