

# BRISTON PARISH COUNCIL

The Parish Office

Recreation Ground, Stone Beck Lane,  
Briston, Melton Constable NR24 2PS

Telephone: 01263 862638

Email: [parish-council@briston-norfolk.org.uk](mailto:parish-council@briston-norfolk.org.uk)

Website: <http://bristonparishcouncil.org/1&1>

Minutes of the meeting of the Briston Parish Council Finance & General Purpose Committee held on Monday 23 September 2019 at 7pm in the Nursery Room of the Briston Pavilion

Present: Cllr Ian Chilton Chairman  
Cllr Pete Moulton Vice chairman  
Cllr Mrs Noeleen Woodhouse  
Cllr Mrs Hayley Quinsey  
Cllr Terry Girling  
Cllr Andrew Rainsford

Clerk: Mrs Jenny English

Number		Actions
2019/11	<b>To receive apologies for absence</b> All members present	
2019/12	<b>To receive declarations of interest from members on any items on the agenda</b> None	
2019/13	<b>To approve the minutes of the Finance &amp; General Purpose Committee held on Monday 17 June 2019</b> Proposed by Terry Girling, seconded Pete Moulton. <b>Approved</b>	
2019/14	<b>To discuss matters arising from the minutes of the Finance &amp; General Purpose Committee held on Monday 17 June 2019</b> It was requested that the clerk get details on how the Parish Council can join the Norfolk Parish Training & Support. Clerk to get details It was agreed that a general sign is needed for the recreation ground giving details of the Pavilion, including booking information. Clerk to ask Cllr Martyn Barr if he can organise this.	Clerk  Clerk
2019/15	<b>To discuss and approve proposals for Briston Parish Council's work plans for the financial year 2020/2021</b> Wildflower Project £200 Footpath walks signs x 4 £1,000 Fireworks £2,000 Play equipment – including Jewel Close £1,800 Disposal of dog waste	
2019/16	<b>To start discussions on the precept for the financial year 2020/2021, the financial implications of the work plan and any special projects which may be considered and recommendations for levels of expenditure</b> The clerk presented the following supporting document: <b>Supporting document for detailed receipts and payments by Budget Heading August 2019</b> <b>Figures shown as actual for first five months of financial year</b> <b>Administration</b> Staff Annual £9,700.00. Allow 2.2% cost of	

These minutes are unconfirmed until approved by the F&GP Committee



		living rise = £213.40. Total £9,913.40 (say £10,000.00)	
	Rent	Increase unknown. £70 per calendar month. Actual £840	
	Insurance	Actual £2,367.89 fixed for three years from 2019	
	Broadband etc	Allow £400 as monthly usage fluctuates slightly	
	Stationery	Allow £400 due to ink cartridges	
	Office equipment	None should be needed	
	Postage	Allow £100	
	Audit costs	Actual External £360 last year. Internal £420. Total £720. Allow £800	
	Hire of meeting place	Actual £103 (paid yearly in arrears)	
	Office heat/light	At present paid for by Higginbottom Charity	
	Subscriptions	Allow £400 if current only used. SLCC, LCAPS and Allotment Society. If decide to use NALC or Norfolk Training Partnership allow another £300 as they are far more expensive than LCAPS	
	Chairman's expenses	Allow £100 - no chairman has used this for years but should be included	
	Professional services	Covers pay roll services £216 per annum. Allotment support package £121 and Alpha accounts package £121. Total: £458. Suggest £500	
	Parish elections	No elections planned but suggest allow sum in case a councillor resigns during the next financial year and an election is called. Allow £500	
	Training and reference	With on going training for councillors suggest £1,000 to cover training and reference materials	
	Security	Financial year 2019/2020 £3840 CCTV for Briston Pavilion and Recreation Ground not budgeted for. May want to put in sum to cover this or upgrading alarm system.	
	HMRC Income Tax	Actual last year £634. Actual year to date £825	
	General maintenance person	Annual £4399.20. Allow 2.2% cost of living rise = £96.78. Total £4,496.00. Allow £4,500.00	

These minutes are unconfirmed until approved by the F&GP Committee



Shelter upkeep and repair	Allow £55
Playground refurbishment	Take out as used from playground refurbishment account
Open spaces upkeep	Norse quote for 2019 £9857.37. Fixed price for 3 years from 2019 except for cost of living. Allow 2.2% £216.90 = £10,074
Misc expenditure	Allow £1,000. This covers new waste bins, pest control, etc
Public seating upkeep	One was replaced in 2018/2019 financial year. Nothing further spent although on-going repairs.
Rubbish collection	Managed in house but problem with Plantation Hill. May need to pay for disposal
Poop Scoop bins	Actual £1,500
Tree work	Nothing spent to date in 2019/2020 financial year but trees on green need attention at approx cost of £1,500. Could be tree work to do during 2020/2021 financial year on allotments, public open spaces etc and may want to include wild flower meadow in this. Allow £1,000
Hedge cutting	for 2019 season £3,055. Fixed three year contract except cost of living at 2.2% £67.20 = £3122.20. Allow £3500 in case hedge work is needed on Stone Road Allotments
Maintain of car park etc	Allow £100 as surface of car park will need attention
Grass cutting	Ignore as the grass cutting is in open spaces upkeep
Village Green Power Supply	Allow £180 as fluctuates monthly
Water to allotments	Projected to date £500 – actual could be £568.00. Difficult to judge as Wave keep sending credit notes for Stone Road Allotments
Churchyard maintenance	Actual for 2019 season £3,000. Suggest add 10% to cover cost of living, fuel increases etc = £3,300
Street lighting energy and maintenance	Spend approx £5,376 based on figures for first five months of financial year 2019/2020. Allow £6,000
Replacement/Upgrading	Allow £2,500 to continue programme of

	<p>upgrading if decided wish to do this</p> <p>Christmas lights                      New ones have been purchased in December 2019. Precept if additional lights are required.</p> <p><b>Suggested level of precept for 2020/2021 = £52,612.00</b> <b>(Please note there will be no grant offered for financial year 2020/2021)</b></p> <p><b>Precept 2019/2020                      £46,253 plus grant £1,847 = £48,100</b></p> <p><b>Finances as at 30 August 2019 – second half of precept and grant has not come in yet.</b></p> <p>Receipts                                      £25,774 Payments                                      £25,350</p> <p>The following proposals were made:</p> <p>Staff wages: Allowance of 2.2% increase to be included each year (cost of living).</p> <p>Rent: Increase to £960 to cover possible fair rent increase</p> <p>Office electricity heating: Increase to £300 as none paid at the moment.</p> <p>Parish elections: Reduce to zero as none expected during financial year.</p> <p>Training &amp; Ref material: Reduce to £600 as most training carried out during current financial year.</p> <p>Security: Increase to £400 to cover any maintenance work needed to CCTV system</p> <p>Poop scoop bins: Increase to £1750 to cover possible additional bin.</p> <p>Special projects to be added as in minute 2019/15 above.</p> <p>Clerk to investigate contractor to empty waste bins.</p> <p>Street lights upgrading to go on full council agenda.</p> <p>The meeting closed at 8.40pm</p>	<p>Clerk</p> <p>Clerk</p>
--	--	---------------------------

Signed: 

Dated: 16/12/2019.