

LONDON COLNEY PARISH COUNCIL

MINUTES OF THE FINANCE COMMITTEE MEETING 11 OCTOBER 2018, CALEDON CENTRE, LONDON COLNEY AT 11.00AM

PRESENT: Councillors D Gordon (Chair), H Pakenham
Councillor M McMillan (ex officio)

IN ATTENDANCE: E Payne (Clerk), Mrs J Addington (Book Keeper)

1. APOLOGIES

Cllr Quaglioizzi was absent.

2. DECLARATIONS OF INTERESTS

- a) There were no declarations of interest received.
- b) There were no written requests for dispensation in respect of items on this agenda.

3. MINUTES

The minutes of the previous meeting held on 12 July 2018 were approved as a true record of the meeting.

4. MATTERS ARISING

There were no matters arising.

5. REPORTS TO COMMITTEE

5.1 Review of Parish Council Income Streams

5.1.1 Members received a reporting detailing the various income streams of the Parish Council. These include:

- a) Fishing Rights
- b) Newsletter advertising rates
- c) Allotment rent
- d) Sponsorship
- e) Bar Takings
- f) Hall Hire & Office Rent
- g) Pavilion Hire
- h) Sports Pitch Hire
- i) Lunch Club
- j) Event ticket sales

5.1.2 Members were advised by the Clerk that this exercise should be undertaken on an annual basis and they discussed the merits of making a small increase every year as opposed to not increasing fees on a regular basis and then raising them by a larger percentage.

5.1.3 The individual income streams were considered, and fee increases would be applied from 1 April 2019. All affected parties would be advised of the increases. Allotment holders would be advised of the increase in April 2019 which would take effect from April 2020.

5.1.4 Members asked that all Corporate Sponsorship be shown as income stream 1130 and not proportioned to events and newsletter advertising income.

It was **RESOLVED** that:

- a) *Annual reviews of all income streams are undertaken by the Finance Committee*

- b) Individual increases are implemented from 1 April 2019 and conveyed to the individual concerned.**
- c) Corporate Sponsorship is shown as a single income stream and not apportioned to newsletter advertising and events**

5.2 PRS/PPL Music Licence

5.2.1 Members received a report on the PRS/PPL Music Licence. This outlined how the charge was levied for all events organised by the Council and their hirers when live or recorded music was played. It did not include private parties. Members were advised that following the latest invoice, an audit of all music at events and parties had been undertaken and a saving of £800 had been achieved.

5.2.2 Members considered all the areas where a charge was levied and considered areas where savings could be achieved including not playing music at lunch clubs and removing the televisions. It was **RESOLVED** to:

Remove CD/MP3 Player in Lounge

5.3 Staff Costs Relating to Lunch Club

5.3.1 Members received a report regarding the staffing costs relating to the running of lunch club. The report was noted.

5.4 Replacement Mower for Parts

This item has been withdrawn

5.5 Newsletter Expenditure

5.5.1 Members received a report on the expenditure to date relating to the production of the quarterly newsletter.

5.5.2 Members were advised that when the budget was being set, the newsletter was 16 pages and this was the model used to calculate the budget for 2018/19. However, due to an increase in newsletter advertising and more copy being received from the community, the newsletter was now 20 pages per edition which had meant an increase in printing costs.

5.5.3 Members noted that advertising revenue had increased and was over budget by £224.

5.5.4 There are currently four editions per annum: March, June, September and December. With the parish council elections in May 2019, the restrictions relating to parish council publicity will come into effect from 18 March 2019. Members were asked to consider when the Spring edition would be printed and distributed. It was **RESOLVED** that:

- a) The Budget edition of the Newsletter will be published in January/February 2019.**
- b) Quotations will be obtained for news letter printing.**
- c) The increase in expenditure relating to the newsletter was noted.**

5.6 Quotations for Automatic Doors at Caledon Community Centre

5.6.1 Members received quotations for the automation of the doors which would be financed by the bequest from Margaret Hopkins. It was **RESOLVED** that:

The quotation from Contractor A is accepted.

6. BUDGET 2019/20

- 6.1 Members were advised that the Environment & Neighbourhood Committee and HR Committee had been asked for their input into the budget setting process with new budget items being identified.
- 6.2 Members were asked for guidance on what they considered was an appropriate increase in the precept so that budget papers could be produced for the next meeting. A 2% increase will be used as part of the budget setting process.

7. DATE OF NEXT MEETING

8 November 2018, 11am.

The meeting closed at 1210 hours.

Signed:..... Date: