

WARBOYS PARISH COUNCIL

Minutes of a meeting of the **Finance & General Purposes Committee** held on 23rd September 2024 at the Parish Centre, Warboys.

PRESENT WERE

Cllr R Dykstra
Cllr D England
Cllr L Gifford
Cllr J Land

Cllr C Sproats
Cllr S Withams (Chair)
Cllr A Wyatt

Mrs E Coverdale – Clerk
Mrs L Moore – Assistant Clerk

Meeting commenced at 7.30 p.m

FGP 39/24 WELCOME

The Chair opened the meeting.

FGP 40/24 APOLOGIES FOR ABSENCE

Apologies were unanimously accepted from;

Cllr D Fabb - Personal
Cllr P Potts – Personal
Cllr G Willis - Holiday

Apologies were not received, and not accepted from;

Cllr M Collins
Cllr J Parker

FGP 41/24 MEMBERS' INTERESTS

None

FGP 42/24 MINUTES OF THE MEETING 24th JUNE 2024

It was proposed by Cllr R Dykstra, seconded by Cllr J Land and **RESOLVED** by all Members present, the Minutes of the meeting held on 24th June 2024 be signed as a correct record by the Chairman.

FGP 43/24 OPEN FORUM

As no members of the public in attendance it was **RESOLVED** to continue the meeting.

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FGP 44/24 REVIEW BUDGET & EXPENDITURE

The Clerks provided members with the complete budget and expenditure document for the Council from 1st April – 13th September 2024.

Members unanimously approved the document and provided no further comments.

FGP 45/24 PRECEPT REQUIREMENTS 2025-26

The Clerk reviewed the Precept document (Appendix 1), provided by the Senior Clerk, highlighting key factors the Council will need to consider for the next financial year. These include potential payroll increases, the outsourcing of accounting, and other services, as well as the impacts on the precept if certain increases are approved. Members agreed to take the document for further review ahead of the next Finance & General Purposes Committee meeting on 28th November 2024.

FGP 46/24 BUDGET FORECAST 2025-26

Members received a report (Appendix 2) from the Senior Clerk outlining the net position of each budget header, along with potential savings in certain areas. The report highlighted that 68% of the budget for 2024-25 remains unspent leaving the Council in a strong position for the remainder of the year.

FGP 47/24 MEMBER ALLOWANCES

The Clerk advised Members that Huntingdon District Council (HDC) had not made any amendments to provisions in the last year. The members were asked to confirm approval of the following agreements for the upcoming financial year;

- a) That the Council continue not to pay the parish basic allowance to the Chair;
- b) that the mileage rate be retained at 45 pence per mile 2025/26; and
- c) that the Chair allowance to be retained at £150 for 2025/26.

Following discussions the Chair asked to go without her usual allowance of £150 for the period 2025/26.

It was therefore proposed by Cllr England, seconded by Cllr Gifford and unanimously **RESOLVED** that the Members' Allowances for a & b remain the same for 2025/26 and that the Chair does not collect the £150 allowance.

FGP 48/24 COUNCIL INSURANCE

The Clerk informed Members that the Council is tied into a long-term contract with the current insurers, Ansvar, which runs until 30th September 2025. Given the anticipated changes in requirements once the new community centre opens along with potential financial penalties for ceasing mid contract, it was recommended to remain with the existing insurer for the time being, with a review scheduled for August 2025.

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Members agreed that this was the best course of action for the Council, and it was **RESOLVED** that the Clerks proceed with the renewal, to be ratified at the next full council meeting on 14th October.

FGP 49/24 INTERNAL AUDITOR REPORT

The Clerks' provided members with a brief verbal report on the main findings following the interim internal auditor meeting in September. The full report will be provided to members at the full Council in October.

Members acknowledged that overall progress was positive, with the Clerks making significant improvements in financial controls, internal processes, and risk management. However, additional work is still needed in areas such as payroll, website accessibility, and staff policies.

FGP 50/24 MATTERS AND NOTICES FOR THE NEXT FINANCE & GENERAL PURPOSES COMMITTEE

None.

There being no further business, the meeting was declared closed at 8.32 p.m.

The next meeting of the Finance & General Purposes Committee will be held on 28th November 2024.

Chairman.

Date

APPENDIX 1

WARBOYS PARISH COUNCIL

PRECEPT						
Current Precept	188,040.00					
Current Band D charge	117.88					
Tax base	1,595.20	1608 the figure allows for Council Tax Support				
	Additional Income	Precept Total	Cost for band D	Rise per household	Weekly	
Raise 5%	9,402.00	197,442.00	123.77	5.89	0.11	
Raise 10%	18,804.00	206,844.00	129.67	11.79	0.23	
Raise 15%	28,206.00	216,246.00	135.56	17.68	0.34	
Raise 20%	37,608.00	225,648.00	141.45	23.57	0.45	
Raise 25%	47,010.00	235,050.00	147.35	29.47	0.57	
Raise 30%	56,412.00	244,452.00	153.24	35.36	0.68	

Current Salaries	86,235.00		
How much Extra do we need		Lowest	Highest
Outsource Payroll	1,000.00	1,000.00	1,000.00
Accountant for end of year	500.00	500.00	500.00
Additional Salaries 3% rise	2,587.05	2,587.05	
Additional Salaries 4% rise	3,449.40		
Additional Salaries 5% rise	4,311.75		4,311.75
HMRC	2,000.00	2,000.00	2,000.00
Loan 200K over 15 yrs	18,455.00	18,455.00	
Loan 300K over 20 yrs	23,702.54		23,702.54
Lowest		24,542.05	
Highest			31,514.29

APPENDIX 2

Warboys Parish Council - Position Q2 F&GP								
COST CENTRE HEADING	Budget	Actual	Net Position	Budget remaining	Committee	Possible under spend	Notes	NSI Interest
Events	2,600.00	300.00	2,300.00	93%	Community	1,100.00		1966.63
Projects	16,195.00	3,313.00	12,882.00	80%	Community	3,000.00	82% with 500 for community Directory	1903.19
Open Spaces	8,500.00	1,362.46	7,137.54	80%	Leisure	400.00	177% with £7955 Bio Diversity Grant	2044.74
Play Parks	4,500.00	1,959.13	2,540.87	56%	Leisure	0.00	Need trees looking at Adam Lyons	2083.44
Village Maintenance	5,000.00	1,295.12	3,704.88	74%	Assets & Maintenance	1,400.00		2152.89
WPC Assets	14,250.00	8,790.65	5,459.35	62%	Assets & Maintenance	1,050.00	92% Includes Parish Centre Income 3,350	10150.89
Parish Administration	12,500.00	3,116.12	9,383.88	75%	HR	0.00	Insurance to come out	
Salaries	86,235.00	46,398.15	39,836.85	46%	HR	0.00		
Loan Repayment	39,295.00	19,755.00	19,540.00	51%	New Community Centre	0.00	Loan reduces	
	189,075.00	86,289.63	102,785.37	68%		6,950.00		
Community Account Balance (16-09-24)	21,820.69							

INCOME	
Apr - Sep Precept	94,020.44
Nov - Mar Precept	94,020.44
CIL	5,335.02
Parish Centre Income	3,350.00
Bank Interest (Apr - Aug)	10,150.89
	206,876.79