

FRECKENHAM PARISH COUNCIL

**Members of the Council are hereby summoned to attend
a Meeting of Freckenham Parish Council on
Monday 19 March 2018 at 7.30 pm at Freckenham Village Hall**

AGENDA

1. Apologies for absence & approval of reasons tendered
2. Declaration of interest in any items on the agenda
3. Members of the public are invited to speak on any item within the Agenda for a maximum time of three minutes
4. To receive reports from the County Councillor, District Councillor and the Police Newsletter
5. To confirm the minutes of the meetings held on Monday 8 January 2018
6. Matters arising from the Minutes not covered in the Agenda.
7. Planning:-
 - 7.1. To consider any planning applications:-
 - 7.2. To note applications determined:-
8. Recreation Ground and other assets:-
 - 8.1 Playground Report.
 - 8.2 Update on grass cutting – if any
 - 8.3 To confirm the installation of the new bench seat
 - 8.4 Any other matters relating to the Recreation Ground
 - 8.5 Update on wall between Chippenham Road & Shores Close
 - 8.6 Update regarding replacement of two Parish Notice Boards
 - 8.7 Street light outages and faults.
9. Update on overgrown hedging and parked cars
10. Highways Matters – update from the Chairman
11. SALC
 - 11.1 To confirm the date of the next meeting to be Tuesday 12 June 2018 possibly at Lakenheath.
12. FHDC Town & Parish Forum - the date of the next meeting to be confirmed.
13. Financial Matters:-
 - 13.1. To confirm payment of invoices (schedule as at 12/3/2018 attached).
 - 13.2. To consider any invoices received after the Agenda was issued - to be tabled on the night.
 - 13.3 To receive an update from the Clerk on financial matters – see Finance Report attached
 - 13.4 To appoint an Internal Auditor for this financial year 2018-19.
 - 13.5 To confirm the purchase of a new Community Speed gun with the funding received of £1,000 – brought forward from last Agenda.
14. To discuss the new Data Protection Officer role, coming into effect from Friday 25 May 2018
15. Working Groups Report:-
 - 15.1. Circular Walk - Cllr. Barton to update
 - 15.2. Emergency Plan- Cllr. Pearson
 - 15.3. Defibrillator monthly check Report – Cllr. Barton.
 - 15.4. Community Speedwatch – Cllrs. Cornell and Pearson to report.
16. BT Telephone Box

To discuss usage now the shelving is installed. Opening ceremony at 11.00am Saturday 24 March.
17. To discuss the 2018 remembrance of the end of the First World War

18. To discuss the planned litter pick on Saturday 7 April 2018 organised by Mr Chris Green
19. Correspondence Received:-
To note any correspondence received.
20. Urgent Business:-
Such business which, in the opinion of the Chairman, should be considered as a matter of urgency to be specified in the minutes.
21. Future Meetings:-
To confirm the date of the next meeting which will be the AGM as Monday 14 May 2018 and to set a date for the Annual Parish Meeting which must be held prior to 1 June 2018. Proposal for Wednesday 2 May 2018.

13 March 2018

Hilary A Gurner
Clerk to the Council
4 Holmsey Green Gardens
Beck Row
Bury St Edmunds
Suffolk IP28 8HH
Tel: 01638 718241
Mob: 07984 309744

Members of the public & the press are cordially invited to attend

INVOICES FOR PAYMENT 19/3/2018

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<u>Name</u>	<u>Details</u>	<u>Q no.</u>	<u>Amount</u>
Information Commissioner	Data Protection Renewal	941	£35.00
Mrs H A Gurner	Salary for February & March 2018	943	£553.34
Mrs H A Gurner	Expenses for January & February 2018	943	£53.77
Mr J F Haste	Invoice for Grass Cutting in 2017	944	£646.00
Suffolk County Council	Maintenance Costs for Street Lighting	945	£2,220.45
Gipping Press Ltd	Printing of Parish Pump Spring 2018 edition	946	£139.74
SLCC	Renewal of Clerk's subscription (Society of Local Council Clerks)	947	£84.00
Mr P Taylor Whiffen	Editing of Parish Pump Spring 2018 edition	948	£140.00
Mr R Parks	Installation of shelving to BT phone box	949	£250.00
Signs of Cheshire Ltd (Parish Noticeboard Company)	Balance for two noticeboards	950	£666.00
		TOTAL	£4,788.30

Note:

Qno. 142 written to RoadRunner TCA Ltd for £180 - replacement for Qno. 139 which was lost within the banking system.

Qno. 139 has now been stopped.

Already paid

Bank Balance as at	Current a/c	£5,716.08
12 March 2018	Deposit a/c	£5,123.04
	Petty Cash	£0.00
Payments recently rec'd		£6,050.82

FINANCE REPORT prepared 10/3/2018 FOR FRECKENHAM PC MEETING 19/3/2018

Please find attached:-

- A Receipts & payments summary for 2017-18 showing the Budget figures along with the variances
- HMRC RTI March 2018

You will note that we are overspent on Budget by a total of £1,209.09 and this amount will be taken from reserves. Income was over budget which has come from the grants received and also the 'other income' which includes the sale of the tractor and the donation for the BT phone box.

Expenditure was over budget by a total of £6,448.07, but this can be justified by over £5,000 capital expenditure which had not been included in the Budget, also overspends on Maintenance include shelving to BT phone box at £250, work completed on the shuttering at £280, chemical weedkiller at £48 and repair to speed gun at £86. These items were all extra on top of the Maintenance we had planned for.

On Open Spaces the overspend includes the new signs for the playing field at £65.50 on top of the planned expenditure which was the monthly play inspections and annual audit, grass cutting and the cost for the dog bins to be emptied.

You will also note the Clerk's salary is overspent by £32! This is down to HMRC computing the tax incorrectly and so they still owe the Council £32 at year end – see HMRC RTI sheet attached.

There is the usual timing issues with the VAT payments. I will do another VAT return as soon after 31.3.2018 as poss, but obviously the money will not be received until the 2018-19 financial year.

We are setting up an ear-marked reserve for the Recreation field equipment which means we can put aside money (it will still physically remain in the 'deposit' account). Also consider setting money aside for the street lighting fund should this be necessary. This means that the money is safe-guarded and has to be used for what it is ear-marked for, therefore it will not go into general reserves. I estimate our general reserve to be £6,000.

As a rule of thumb our general reserves should be a minimum of three months, but no more than six months money. Ear-marked reserves are not included in this 'general reserve' which means that you can have more money put away for future projects.

The Council needs to decide how much money they would like to put into ear marked reserves to be held for specific spends as above. This is something I would like to do each year so we can build up some money – the play equipment will need maintaining or replacing sometime as will the street lighting.

I will report on the final figures at the May 2018 meeting.

HILARY A GURNER - Parish Clerk & RFO

12 March 2018

Freckenham Parish Council					
Receipts & Payments Summary 2017/18					ADVERSE VARIANCE
31/03/2017	Description	31/03/2018	Budget	Variances	FAVOURABLE VARIANCE
	RECEIPTS				
£11,302.00	Precept	£11,500.00	£11,500.00	£0.00	
£4.55	Bank Interest	£4.44	£5.00	-£0.56	
£1,851.03	Grants	£2,088.00	£0.00	£2,088.00	
£180.00	Parish Pump Advertising	£190.00	£200.00	-£10.00	
£70.00	Other Income	£2,150.00	£0.00	£2,150.00	
£557.13	VAT repayment	£1,651.54	£380.00	£1,271.54	
£13,964.71	TOTAL RECEIPTS	£17,583.98	£12,085.00	£5,498.98	INCOME OVER BUDGET
	PAYMENTS				
£860.97	Parish Pump	£815.80	£800.00	-£15.80	publications
£275.88	Subscriptions	£256.66	£300.00	£43.34	subs
£425.00	Audit Fees	£230.00	£125.00	-£105.00	Gen. Admin.
£717.75	Administration	£205.48	£600.00	£394.52	Gen. admin & postage
£3,416.70	Clerk's Salary	£3,532.04	£3,500.00	-£32.04	Clerk's salary
£0.00	Clerk's Expenses	£416.78	£0.00	-£416.78	Clerk's expenses
£266.35	Councillor Expenses	£255.25	£200.00	-£55.25	training & travel / chairmans alloc
£1,086.33	Insurance	£1,190.36	£1,130.00	-£60.36	ins
£0.00	Capital Expenditure	£5,060.17	£0.00	-£5,060.17	Play Equip
£300.00	Section 137	£330.00	£300.00	-£30.00	S.137 & S.142
£1,880.20	Street Lighting	£1,850.38	£2,200.00	£349.62	St lighting
£1,453.13	Maintenance	£851.98	£400.00	-£451.98	parish amenities
£435.00	Open Spaces	£1,318.38	£700.00	-£618.38	parish amenities
£489.67	Miscellaneous	£706.25	£120.00	-£586.25	misc, contingency & village hall
£5.00	Lease of Land	£5.00	£5.00	£0.00	recreation ground rent
£0.00	Footpaths	£0.00	£0.00	£0.00	parish amenities
£417.00	Training	£207.00	£185.00	-£22.00	training & travel
£0.00	Contingency	£0.00	£1,400.00	£1,400.00	contingency
£744.37	VAT on Payments	£1,561.54	£380.00	-£1,181.54	VAT on payments
£12,773.35	TOTAL PAYMENTS	£18,793.07	£12,345.00	-£6,448.07	TOTAL OVER-SPEND ON BUDGET
	TOTAL RECEIPTS	£17,583.98			
	LESS TOTAL PAYMENTS	£18,793.07			
	TO BE TAKEN FROM RESERVES	-£1,209.09			

Freckenham Parish Council 2017-18

RTI Full Payment Submission (FPS)

Mar-2018

All Employees, Layout: Basic

Employee	Total Payments	Tax Deducted	Employee NIC	Net Pay	Employer NIC
H A Gurner	291.67	15.00		276.67	
Total	291.67	15.00	0.00	276.67	0.00

Employer Totals:

	Current Month	PAYE Quarter
Total Net Pay	276.67	830.01
TAX:		
PAYE Tax	15.00	45.00
Total Tax Due	15.00	45.00
NIC:		
Total Tax & NIC Due	15.00	45.00
HMRC ACCOUNT:		
Credit Balance from Q3		-77.00
Tax & NIC due for Q4		45.00
New Balance (credit)		-32.00
Payment for Q4		0.00
Credit Amount due at year end		-32.00
OTHER PAYMENTS:		
TOTAL NET OUTLAY	291.67	875.01

- due back to FPC

Amounts shown in the PAYE Quarter column are the totals for all the pay periods in that PAYE Quarter.