

Minutes of the meeting of **Fowlmere Parish Council Finance and General Purposes Committee**
held in the School Room, URC, Chapel Lane, Fowlmere
Wednesday 6th November 2019 at 7.30 pm

Present:

Cllr P Burge (Chair), Cllr L Wragg, and Cllr R Lennon.

Also in Attendance: Ms K Byrne (Clerk)

| | | Actions |
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| 1 | Apologies for Absence There were apologies for absence from Cllr C Howe and Cllr S Mulholland; Cllr Vinton and Cllr Roberts were absent. | |
| 2 | Minutes of Previous Meeting – 16 July 2019 The Finance Minutes of 16 July 2019 were reviewed, and agreed to be a true record, and were signed by Cllr Burge. | |
| 3 | Matters Arising: Terms of Reference still to finalise and put on the FPC website; in-house play equipment checks to be put on future Finance agendas; RoSPA reports – Clerk to engage a handyman and ask for a quote to carry out the work in the reports. | Clerk |
| 4 | Review of Income and Expenditure This item was considered in conjunction with the next item - see below. | |
| 5 | Precept a) Draft Budget Proposal Before the meeting, Cllr Burge had spent some time reviewing the PC's income and expenditure from 2018-2019, 2019-2020 actual spend to date, estimated spend for the full year, and suggested budget for 2020-2021; he had produced and brought along copies of the spreadsheet. The predicted overspend for the year is likely to be around £6,645 due to some expensive capital spends that should be considered as investments from reserves, such as the memorial well repairs, chapel window repairs (insurance payment went into last years' accounts), registration of clunch pits and village hall land. These exceptional items of expenditure totalled £7,910, meaning an under-spend of £1,265 is forecast. The PC had £77,542 in reserves at the end of 2018/2019. With the amounts committed to the LHI traffic calming scheme (£22,368), repairs to St Mary's Church wall (£5,125) and the other works this would reduce to about £29,000, which is approximately 9 months of the annual precept (£38,810); 3-12 months of precept is recommended. The Finance Committee reviewed the figures for the proposed budget for 2020-2021 item by item and suggested some minor changes. Cllr Burge adjusted the figures in the spreadsheet during the meeting. The proposed budget would be an increase of around 7.9% which would bring Fowlmere Parish's Council Tax Band D up to the average amount group villages in South Cambridgeshire are currently paying (£73.55). | |

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| | Cllr Wragg proposed, Cllr Lennon seconded and all concurred to put this proposed precept budget to the PC at the next meeting. Cllr Burge said that the PC should also discuss suggestions for capital projects for 2020-2021. | |
| 6 | <p>New Contracts – Grass-cutting / Gardening</p> <p>Before the meeting, the Clerk had circulated draft Contracts for Grounds & Public Areas Maintenance and Gardening. These were reviewed by the Committee and were considered to be suitable, with some minor changes. Clerk to update the documents. Also, Clerk to ask other local parish Clerks who they use for grass cutting, then in January approach 5-6 suppliers, quotes to be received in February and considered in a Finance meeting, then contracts to be awarded in March, to start in April 2020.</p> | Clerk |
| 7 | <p>Trees, Grass, Hedges and General Purposes</p> <p>a) Tree survey / Round Moat This to be carried out in April 2020, 3 quotes to be sought. Survey to include trees in the church yard.</p> <p>b) Repairs to St Mary’s churchyard wall Clerk to ask Glen Johnson for the sketches. Then submit the planning application.</p> <p>c) Community Orchard This to be delayed until the asbestos matter has been resolved. To be discussed further at a future PC meeting.</p> | Clerk |
| 8 | <p>Future Projects</p> <p>a) Traffic calming The Village Survey results will be in by 17 November, which will then be forwarded to Cambridgeshire County Council. The LHI traffic calming scheme is estimated to cost the PC around £22,000. The PC have allocated funds to cover this.</p> <p>b) The Committee considered other future projects – new cemetery shed, maintenance of the bus shelters, registering of parish land (Butts and cemetery).</p> | |
| 9 | <p>Other Matters</p> <p>None</p> | |
| 10 | <p>Date of Next Meeting</p> <p>Suggested date – Wednesday 26 February 2020.</p> <p>The meeting closed at 21:30</p> | |