

DRAFT

Market Deeping Town Council - Finance and Personnel Committee

Minutes of a meeting of Market Deeping Town Council's Finance and personnel Committee held on Wednesday 10 January 2024 at 3pm at The Town Hall, Market Deeping. Cllr Broughton presided over Cllr Miss Collins, and Cllr Shelton. The Clerk was also in attendance.

No members of the public attended.

51. Chairman's Welcome

The chairman welcomed everyone to the meeting at 3.15pm

52. Apologies for Absence

There were no apologies for absence.

53. Declarations of Interest

There were no declarations of interest

54. Notes of minutes from the Finance & Personnel Committee meeting 13 December 2023

It was **RESOLVED** to accept the minutes of the meeting as a true and accurate record. Cllr Broughton signed the minutes as Chair.

55. Clerk's report

Members had received a copy of the report prior to the meeting.

Clerk's Report 10 January 2024

1. Precept planning for 2024-25 is being considered.
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56. Correspondence

Members had received a copy of the correspondence prior to the meeting.

Correspondence to be Noted – Received up to 10 January 2024				
No.	Received from	Date Received	Subject	Committee Response
1.	PSDF	14.10.23	30 October factsheet	Noted
2.	PDSF	13.11.23	30 November factsheet	Noted
Correspondence to be Acted Upon – Received up to 10 January 2024				
No.	Received from	Date Received	Subject	Committee Response

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1.				
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57. Omega report - Review of performance to date, budget/expenditure/income

The Clerk had provided members with a report showing amounts balanced up to 31.12.23 prior to the meeting. Cllr Broughton asked members if there were any comments on the Omega report there were none.

58. For members to consider the detailed income and expenditure to 31/12/2023

The clerk had provided members with a copy of detailed income and expenditure by budget heading to 30/12/2023. A discussion took place and it was **RESOLVED** that the detailed income and expenditure to 30/12/2023 were in order.

59. For members to review the asset register at 31/12/2023

It was **RESOLVED** that the asset register was in order and that no further alterations were needed. The total value of assets as at 31.12.23 is £361,648.72

60. For members to consider Precept planning for 2024/5

A discussion took place regarding budgets. It was **RESOLVED** unanimously to accept the recommend to Full Council the budget and precept proposals for 2024/25 and instruct the Town Clerk & RFO to submit the Precept demand to South Kesteven District Council in the amount of £267,734. This represents an increase of nearly 4%.

The Clerk stated that the Precept had not been increased for several years (apart from increases due to additional residents paying Council Tax.

A discussion took place regarding incorporating salaries into admin budget. It was **RESOLVED** leave the salaries as part of their individual committees for 2024/5.

<u>Precept Summary 2023/2024</u>				<u>Precept Summary 2024/2025</u>			
	Funding Source	Precept	EMR		Funding source	Precept	EMR
Administration & Toilet	£133,447.00	£105,580.00	£27,867.00	Administration & Toilet	£124,305.00	£120,638.00	£3,667.00
Amenities & Open Spaces Committee	£133,926.00	£108,926.00	£25,000.00	Amenities & Open Spaces Committee	£126,606.00	£111,409.00	£15,197.00
Cemetery Committee	£19,045.00	£19,045.00		Cemetery Committee	£10,500.00	£10,500.00	
Planning & Highways Committee	£11,032.00	£10,462.00	£570.00	Planning & Highways Committee	£21,900.00	£14,900.00	£7,000.00
Town Hall Committee	£10,487.00	£10,487.00		Town Hall Committee	£16,287.00	£10,287.00	£6,000.00
Precept 2023/24 Total Cost	£307,937.00	£254,500.00	£53,437.00	2024/2025 Total Cost	£299,598.00	£267,734.00	£31,864.00

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61. For members to consider the statement to accompany Council Tax bills for 2024/25

The following statement was agreed:

MARKET DEEPING TOWN COUNCIL PRECEPT INFORMATION 2024/25 ESTIMATED INCOME AND EXPENDITURE									
ESTIMATE BASE 2023/24			PROJECTED OUTTURN 2023/24			ESTIMATE BASE 2024/25			
Overhead budget £000's	Income £000's	Net Exp £000's	Overhead Exp £000's	Income £000's	Net Exp £000's	SERVICES	Overhead Exp £000's	Income £000's	Net Exp £000's
29.0	10.0	19.0	22	15.0	7.0	Cemetery	25.5	15.0	10.5
12.6	1.6	11.0	18.3	2.0	16.3	Planning & Highways	23.9	2.0	21.9
137.7	3.8	133.9	137.7	3.3	134.4	Amenities & Open Spaces	129.9	3.3	126.6
10.5	0.0	10.5	5	0.0	5.0	Town Hall	16.3	0.0	16.3
132.4	0.7	131.7	96.4	268.5	(172.1)	Administration	128.2	7.0	121.2
0.0	0.0	0.0	0	0.0	0.0	General Reserves	0.0	0.0	0.0
1.8	0.0	1.8	9.5	3.3	6.2	Public Toilet	3.1	0.0	3.1
324.0	16.1	307.9	288.9	296.4	(3.2)	TOTALS	326.9	27.3	299.6
Financed from: Reserves Precept		53.4 254.5				Financed from: Reserves Precept			31.8 267.8

Provision of covered bus shelter	£7,765
Purchase of cemetery land	£4,500
Grass cutting	£3,668
Christmas Tree and Christmas lights (lease)	£5,932
Deepings Library	£6,000
Deepings Youth Group	£6,000
Playscheme	£2,850
BMX track maintenance	£9,354
Play equipment and fencing – John Eve	£21,902

Purchase of cemetery land	£4,500
Christmas Tree purchase and Christmas lights (lease)	£7,000
Grass cutting (estimate)	£5,000
Deepings Library	£6,000
Deepings Youth Group	£6,000
Playscheme	£3,000
Front door – Town Hall (estimate)	£4,000
Interactive speed sign	£3,000

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62. For members to appoint signatory for CCLA account in place of PR

A discussion took place, it was **RESOLVED** to approach Cllr Dr Byrd to act as a signatory in place of the previous Cllr Redshaw.

63. For members to receive reports from the internal auditor for November 2023

The clerk had issued members with a copy of the November report prior to the meeting. Sample transactions audited had all been handled correctly and members were satisfied with the reports. Cllr Broughton asked members if there were any questions and there were none.

64. For members to sign the authority to transfer from CCLA to current account.

It was **RESOLVED** that the Clerk should transfer money from the CCLA account in to the Current account to ensure that there are enough funds in the account before the Precept is received in April.

**65. Personnel – Consideration to go into Closed Session. To include:
Staff matters**

There were none.

66. To consider items for inclusion on the agenda for the next Finance and Personnel committee meeting is scheduled for Wednesday 27TH March 2024 at 3pm in the Town Hall.

There were none.

The Chairman thanked all members for their attendance and declared the meeting closed at 3.35pm.

Chairman's signature.....

Date.....