

SISTON

PARISH COUNCIL

Minutes of the proceedings of the Siston Parish Council Finance Committee Meeting held at Warmley Community Centre, on Wednesday 20th September 2023 commencing at 8.00pm

Present – Parish Councillors Nathan Reed (Finance Committee Chair), Andrew Stacey (Chair) and Alan Bryant.

FC01. Apologies for Absence

None

FC02. Declarations of Interests under the Code of Conduct adopted 18th May 2023

Cllr Alan Bryant Min Ref FC06.

FC03. Confirmation of Minutes

Finance Committee Meeting – 28th March 2023

Resolved: The minutes were passed and signed as a correct record.

FC04. Public Participation

None present.

FC05. Review of 2023.24 Budget

The Clerk presented the budget v actual spend to 29th August 2023. The remaining amount in the budget to 31st March 2023 was reported as £8345 to the 29th of August 2023, with £35,120 in the account in excess of the reserves, once the second part of the precept had been received.

The Accruals and Reserves 2023.24 were also reviewed.

The Clerk highlighted the remaining Community Infrastructure Levy fund, noting the remaining funds were received in 2023.24.

Resolved: All Agreed

FC06. Review of 2023.24 Projects

The Clerk presented planned projects v projects undertaken to date to 29th August 2023.

Resolved: All Agreed

FC07. Review of 2023.24 Grants

The Clerk presented a summary of the grant expenditure. Noting two grants for Friends of Siston Commons and William Champion's Garden, which were budgeted under projects at the start of the current financial year.

Noted by the Clerk was the option to consider further grants in the remaining months of the year, as the £5000 grant fund set aside for the year currently totalled £4992.09. Any further grants would need to be taken from the remaining funds in the budget/bank account.

Resolved: All Agreed

FC08. Projects 2024.25

Projects

The projects proposed by the Full Council were presented by the Clerk. The Finance Committee then proposed the following plans for the budget/precept for 2024.25:

1. Youth Work Provision Consultation - £4000 (Projects)
2. Youth Work Provision - £5000 (Accruals) – Councillor Stacey commented this would be an

ongoing annual commitment.

3. War Memorial – Addition of the Fallen - £1000 (Projects)
4. Acquisition of a consultant Environmental Officer -£600 (Projects)
5. 80th Anniversary of D Day and VJ Day celebrations - £1000 (Projects). It was noted this amount will be advised to the project manager as the total expenditure. The Clerk highlighted that some money may need to be taken from the 2023.24 funds.
6. Repair of Bridle Way on Webbs Heath – Postponed to 2025.26. Councillors felt the addition of this sum would have a large impact on the precept. When it proceeds Councillors felt they would wish for other pathways to be considered and for the impact on the number of residents utilising the pathways to be considered.
7. Bus Shelter Renovation (Shelter 722) (currently glass) - £5000 (Projects using CIL funds)
8. Bus Shelter Reinforcement to prevent vandalism - £1000 (Projects using CIL funds)
9. Pathway Walking and Restoration – Approved – but no financial provision will be required by Siston Parish Council, due to South Glos. Council being responsible for the land.
10. Interpretation Boards for the Wildflower Meadow – carried forward from 2023.24 - £1000 (Projects)
11. Potential New Allotment Site on Tower Road North - £7000 (Reserves). Noted was the current waiting list for allotments of 13 residents. Also noted was that this project would not be immediate.
12. Development of land next to St Barnabas Church Garden in collaboration with Bitton Parish Council – The Councillors present felt more information would need to be obtained. Noted was that the Friends of Siston Commons may wish to develop the land.
13. Neighbourhood Plan - £5000 (Reserves) – Noted that this would be supported by grants, but interim financial support may be required to progress the project.

Resolved: All Agreed

Grants 2024.25

A grant had been requested in an email from Friends of Siston Commons – £2000 (to purchase a brush cutter and to support grant match funding). The Clerk confirmed a grant application was pending. Councillors noted that to ensure a fair process an application should be submitted and would need to be considered against the grant policy.

Resolved: All Agreed

Reserves/Accruals 2024.25

Councillors agreed to reserves in addition to those agreed in the project's discussion:

1. Cash £15000
2. CIL £5218.26
3. Gin House £20,000 – with a further £2000 to be added to accruals.
4. Election - £6500 – with a further £500 to be added to accruals.
5. Contingency for monthly payments - £5000 – which is an average of the monthly payments 1.4.23 to 29.8.23.

Resolved: All Agreed

Budget 2024.25

The Clerk presented a possible budget for 2024.25, noting she had uplifted by 5% most payments. Cllr Reed asked for the salary figure to be reviewed to ensure it is high enough to pay a CiLCA qualified Clerk.

Resolved: All Agreed

Precept 2024.25

The Clerk presented a draft summary of a precept justification.

Councillors present were satisfied that a small increase in the precept would be acceptable, due to the rise in costs.

Resolved: All Agreed

The Clerk was asked to adjust all the figures based on the discussions held and present the new budget and precept information to the Finance Committee before presentation to the Full Council in the October meeting.

Resolved: All Agreed

Councillors asked the Clerk to find out details of high interest accounts to invest some of the reserves.

Resolved: All Agreed

FC09. External Financial Audit

The Councillors confirmed receipt and noted the contents of:

1. External Auditors Report
2. Conclusion of Audit notice – published on the 7th of September 2023 on the website and notice boards.

Resolved: All Agreed

Date of next meeting: TBC

Meeting closed at – 21:26

Confirmed and signed

Chairman..... Date

Sara Thomas

Clerk for Siston Parish Council

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