

**WEST MOORS PARISH COUNCIL**

**MINUTES** of the **FINANCE & GENERAL PURPOSES COMMITTEE** held on **THURSDAY 18<sup>th</sup> JANUARY 2018** in the Council Chamber, Pavilion, Fryer Field, West Moors at 7.30pm.

**PRESENT:** Cllr P Holden – Chairman  
 Cllr J Bartley Cllr Mrs C Holmes  
 Cllr J Lewis Cllr R Smith  
 Cllr Mrs P Yeo

**OTHERS PRESENT:** Mrs J Weedon (Clerk)

**APOLOGIES:** Cllr M Hawkes

**17/305 QUESTIONS FROM MEMBERS OF THE PUBLIC**

None

**17/306 DECLARATIONS OF INTEREST/DISPENSATIONS**

All councillors present declared a pecuniary interest in agenda item 11, committee budgets all present had previously been granted a dispensation under Section 31(4) of the Localism Act 2011 in order for them to participate.

Cllr Smith declared an interest in agenda item 13, grant application for the Allotment Holders Association. Cllr Smith did not participate or vote during the discussions.

**17/307 TO RECEIVE THE CLERK'S REPORT**

- a. The Clerk and the Chairman of the Council will be attending an information session on the 30<sup>th</sup> January with the new external auditor PKF Littlejohn LLP.
- b. The half year Internal audit was carried out on the 1<sup>st</sup> November, the auditor considered the councils systems of internal controls to be effective and adequate for the purpose intended.
- c. A copy of the youth club accounts ending March 2017 have been received.
- d. A request has been received to consider drafting a specific procurement policy for the parish council. As this agenda is already full, this matter will appear on a future agenda.
- e. Pay Offer: Staff on NJC Pay scale have been offered a two year pay deal by the Local Government Association of 4% over the two years period. This has not yet been confirmed as agreed. They will also be proposing a revised pay spine as part of the offer.
- f. Mr Lars Wilmar has resigned from the parish council with immediate effect

**17/308 TO RECEIVE FINANCIAL INFORMATION**

- a) Members received the bank reconciliations up to 31<sup>st</sup> December 2017, as attached on page 2106 of the minutes.
- b) Members received an income report for October, November and December 2017.
- c) Internal Controls, the Chairman inspected and initialled the bank statements and petty cash up to the 31<sup>st</sup> December 2017.
- d) Members received a budget comparison report up to 31<sup>st</sup> December 2017 (3<sup>rd</sup> financial quarter), as attached on pages 2107-2110 of the minutes. Its contents were noted. Members requested that the Clerk contact the youth club to enquire if they required the monies that the parish council had budgeted for them in 2017/18.
- e) Members received information regarding the CCLA Property Fund. It was noted that an estimated dividend payment of £1,162 is due at the end of January.

**17/309 ACCOUNTS FOR PAYMENT**

It was

**RESOLVED that the accounts for payment be approved as attached on page 2111 of the minutes. Cllr's Bartley and Yeo to authorise the electronic payments.**

*Voting: Unanimous*

**17/310 ANNUAL INVESTMENT STRATEGY**

Members reviewed the annual investment strategy and it was agreed that no changes would be made to it as the current strategy was working well.

**17/311 INTERNET BANKING AND ELECTRONIC PAYMENT POLICY**

Members carried out a review of the Parish Council internet banking and electronic payment policy. It was agreed that no changes were required to the policy as it was deemed still fit for purpose.

**17/312 FINANCIAL REGULATIONS**

Members considered a review of the financial regulations. Due to the nature of the review required in regards to orders and contracts and the possibility of a separate procurement policy it was agreed that a separate meeting would be held with the only the review of the financial regulations on the agenda. The clerk to look at the meeting calendar and invite members to comment on a suitable date for the meeting.

**17/313 HEALTH AND SAFETY AUDIT**

Members considered contracting Ellis Whitam to carry out a full health and safety audit of the parish council.

Members agreed that a first aid box and accident book should be located in the pavilion hallway and the cleaner asked to check the box as part of her duties, also that the Health and Safety at Work poster be relocated to the pavilion hallway. After discussion it was agreed that the parish council would not contract Ellis Whitam and that Cllr Yeo would investigate other companies who offer a risk assessment service.

**17/314 COMMITTEE BUDGETS AND PRECEPT**

Members reviewed the draft Finance and GP committee budget.

After discussion members amended the draft F&GP budget to include:

Data Control contingency £2,000

Service Devolution addition of an additional £2,500

It was agreed to put the Finance and General-Purpose committee budget as shown on pages 2112-2114 of these minutes to the council for approval

Members then reviewed the draft budgets for the Staff and Personnel and Environment committees.

It was agreed to put the Staff and Personnel committee budget as shown on pages 2114 of these minutes be put to the council for approval

No changes were made to the Environment committee budgets, as previously attached to minutes pages 2099-2102

Members agreed that a precept of £125,275 be recommended for council for approval. This equates £40.10 per year for a Band D household an increase of 2%.

**17/315 SOCIAL MEDIA POLICY AND EFFECTIVENESS OF FACEBOOK PAGE**

Members reviewed the council’s Social Media policy, after discussion it was agreed that no change to the policy was required.

Members received statistics on the use of the Facebook page.

It was noted that the council is very short of councillors to assist in the running of the Facebook page and requested that the clerk approach Mr Martin Rowley to see if he may be interested in assisting in updating the Facebook page.

**17/316 TO CONSIDER GRANT APPLICATIONS**

Members considered the following applications for grant aid:

- a. West Moors Allotment Holders Association

An application from the WMAHA for a grant to install an additional water trough at the allotment site. Members discussed the grant application and felt that this was not the correct way to get an additional water tank installed as the allotment site is managed by the parish council. After considered debate it was

**RESOLVED that a grant to the West Moors Allotment Holders Association for the installation of an additional water tank at the allotment site would not be awarded but that the matter of an additional water tank be referred to the environment committee for discussion.**

*Voting: Unanimous (Cllr Smith did not vote as he has previously declared an interest in this matter)*

**17/317 STAFF MATTERS: SICKNESS REPORT**

Members received a report of staff absence due to sickness over the past 12 months. Its contents were noted

**17/318 STAFF MATTERS: OVERTIME REPORT**

Members received a report on additional hours worked since the start of the financial year in April 2017. The contents were noted. Cllr Holmes made comment that permission should be sought before any additional hours are worked. It was explained that this can be impracticable and that when extra hours are envisaged for planned additional work these are agreed in advance by council.

**17/319 CORRESPONDENCE**

- a. East Dorset Citizens Advice Bureaux: Thank you letter for grant
- b. Email form PKF Littlejohn external auditor with a scale of fees for 2018

**17/320 EXCLUSION OF PRESS AND PUBLIC**

**RESOLVED:-** that because of the confidential nature of the business to be transacted, it was likely that if members of the public were present during discussion, there would be disclosure to them of exempt information and they therefore be excluded from the Meeting in accordance with Section 1, subsection (2) of the Public Bodies (Admission to Meetings) Act 1960

*Voting: unanimous*

**17/321 STAFF MATTERS**

Confidential minutes page 86-88 refers.

The Chairman declared the meeting closed at 9.11pm

The next meeting of the Finance and General Purpose Committee is scheduled for 12<sup>th</sup> April 2018 at 7.30pm

SIGNED ..... DATE .....  
Chairman of Finance and General Purpose Committee

**West Moors Parish Council**

**Bank reconciliation as at 31.12.17**

Amount in bank as at 30/11/17	£165,798.23
Income during December	£3,601.00
Expenditure during December	£14,059.51
Amount in bank as at 31/12/17	£155,339.72

**Bank Reconciliation as at 31/12/17**

Current	£2,741.93
Deposit	£152,844.99
Petty cash	£52.80

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£155,639.72

Less outstanding cheques	£300.00
Unpresented receipts	£0.00

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Total amount held in accounts	£155,339.72
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**Long Term Investment:**

CCLA Property Fund (nominal as at 31.03.17)	£101,318.53
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**Outstanding Loan Amount**

Public Works Loan	(£70,134.41)
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**Financial Budget Comparison**

Comparison between 01/04/2017 and 31/12/2017 (3rd Quarter)

	<b>17/18 Approved Budget</b>	<b>Actual Net to date</b>	<b>Balance</b>
<b>INCOME</b>			
<b>Finance And General Purposes Committee</b>			
1000 Precept	£120,578.00	£120,578.00	£0.00
1010 Interest - Deposit Acc	£60.00	£73.42	£13.42
1025 Dividend - CCLA Property Fund	£2,500.00	£3,631.89	£1,131.89
1030 General	£0.00	£1,020.00	£1,020.00
1040 Sales - Dog Waste bags	£250.00	£240.00	-£10.00
1045 Sales - Kitchen Caddy bags	£3,000.00	£2,936.66	-£63.34
1050 Insurance Claims	£0.00	£0.00	£0.00
1070 Grants	£0.00	£50,100.00	£50,100.00
1080 Youth Club (rent and water)	£100.00	£0.00	-£100.00
1090 Park Way ground rent and insurance charge	£230.00	£240.25	£10.25
<b>Total Finance And General Purposes</b>	<b>£126,718.00</b>	<b>£178,820.22</b>	<b>£52,102.22</b>
<b>Environment Committee</b>			
1100 Fryer Field Fees			
/1 Football	£3,500.00	£1,815.50	-£1,684.50
/3 MUGA	£6,500.00	£4,549.00	-£1,951.00
/4 Other (including MAD income)	£800.00	£1,680.79	£880.79
Total	£10,800.00	£8,045.29	-£2,754.71
1110 Cemetery Fees			
/1 Memorial	£3,000.00	£2,740.00	-£260.00
/2 Interment	£9,500.00	£9,702.00	£202.00
/3 Purchase Plot	£4,000.00	£1,935.00	-£2,065.00
Total	£16,500.00	£14,377.00	-£2,123.00
1115 Allotment Rent	£1,000.00	£1,896.91	£896.91
1120 Insurance Settlements	£0.00	£0.00	£0.00
<b>Total Environment</b>	<b>£28,300.00</b>	<b>£24,319.20</b>	<b>-£3,980.80</b>
<b>Total Income</b>	<b>£155,018.00</b>	<b>£203,139.42</b>	<b>£48,121.42</b>
** Donations for Railway Interpretation Board			
<b>EXPENDITURE</b>			
<b>Staff and Personnel Committee</b>			
2000 Salaries	£39,304.00	£29,695.44	£9,608.56
2010 Employers Pension Contributions	£8,060.00	£5,996.94	£2,063.06
2020 Employers NIC	£2,684.00	£2,090.99	£593.01
<b>Total Staff and Personnel</b>	<b>£50,048.00</b>	<b>£37,783.37</b>	<b>£12,264.63</b>
<b>Finance And General Purposes Committee</b>			
2030 Expenses			
/1 Office staff	£300.00	£60.66	£239.34
/3 Councillors Travel	£150.00	£0.00	£150.00

/4	Chairman's Allowance	£50.00	£13.50	£36.50
	Total	£500.00	£74.16	£425.84
2040	Training			
/1	Clerk/Staff	£500.00	£75.00	£425.00
/2	Councillors	£500.00	£457.50	£42.50
	Total	£1,000.00	£532.50	£467.50
2050	Office and Admin Costs			
/1	Non Domestic Rates	£0.00	£0.00	£0.00
/2	Electricity	£750.00	£325.20	£424.80
/3	Phone Charges	£600.00	£280.97	£319.03
/4	Broadband Charges	£300.00	£255.60	£44.40
/5	Stationery	£350.00	£108.21	£241.79
/6	Photocopier	£1,700.00	£1,080.87	£619.13
/7	Maintenance inc refuse collection	£400.00	£431.73	-£31.73
/9	Water Charges	£120.00	£65.64	£54.36
	Total	£4,220.00	£2,548.22	£1,671.78
2055	Public Works Loan repayment	£6,940.00	£6,938.22	£1.78
2060	IT Costs			
/1	IT Support	£1,000.00	£1,303.92	-£303.92
/2	IT Capital Expenditure	£0.00	£39.99	-£39.99
	Total	£1,000.00	£1,343.91	-£343.91
2070	Insurance	£3,000.00	£2,621.66	£378.34
2080	Petty Cash			
/1	Postage	£300.00	£121.70	£178.30
/2	Other	£150.00	£68.43	£81.57
	Total	£450.00	£190.13	£259.87
2090	Professional Fees			
/1	Audit Fees	£700.00	£700.00	£0.00
/2	Legal Fees	£0.00	£0.00	£0.00
/3	Payroll and other fees	£420.00	£324.00	£96.00
	Total	£1,120.00	£1,024.00	£96.00
	Subscriptions			
/1	DAPTC	£1,100.00	£1,076.94	£23.06
/2	SLCC	£230.00	£200.00	£30.00
/3	IOG and Other (ICO)	£200.00	£125.00	£75.00
	Total	£1,530.00	£1,401.94	£128.06
2110	Purchase of dog waste bags	£200.00	£200.00	£0.00
2115	Purchase of Kitchen Caddy Bags	£2,500.00	£2,124.88	£375.12
2120	Grants			
/1/2	Other (section 137)	£1,500.00	£800.00	£700.00
/1/3	Legacy Award	£1,000.00	£331.08	£668.92
/1/4	Apprentice Scheme	£1,000.00	£0.00	£1,000.00
/3	CAB (section 142)	£500.00	£300.00	£200.00
	Total	£4,000.00	£1,431.08	£2,568.92
2130	Election Expenses	£0.00	£0.00	£0.00
2140	General & Contingency	£200.00	£43.85	£156.15
2150	Advertising and Publicity	£500.00	£0.00	£500.00
2160	Website Costs	£300.00	£275.00	£25.00
2180	Remembrance Day costs	£800.00	£720.48	£79.52

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2190 Youth Club Funding	£13,300.00	£3,300.00	£10,000.00
2195 Service Devolution	£0.00	£0.00	£0.00
<b>Total Finance And General Purposes</b>	<b>£41,560.00</b>	<b>£24,770.03</b>	<b>£16,789.97</b>

### Environment Committee

3010 Fryer Field Maintenance			
/1 General	£1,000.00	£524.65	£475.35
/2 Large machinery Maintenance	£0.00	£0.00	£0.00
/4 Contractor fees	£10,000.00	£6,660.00	£3,340.00
Total	£11,000.00	£7,184.65	£3,815.35
3020 Pavilion Running costs			
/1 Electricity	£600.00	£361.92	£238.08
/2 Water/sewage charges	£800.00	£254.37	£545.63
/3 Maintenance	£600.00	£596.84	£3.16
/4 Legionella Testing	£900.00	£400.00	£500.00
/5 Phone/Broadband	£600.00	£155.92	£444.08
Total	£3,500.00	£1,769.05	£1,730.95
3030 Multi Use Games Area			
/1 Floodlight Maintenance	£0.00	£7,858.64	-£7,858.64 <sup>3</sup>
/2 General Maintenance	£400.00	£95.00	£305.00
/3 Electricity	£500.00	£207.64	£292.36
Total	£900.00	£8,161.28	-£7,261.28
3040 Fencing	£500.00	£124.36	£375.64
3050 Fryer Field Play Area			
/1 Maintenance	£1,500.00	£203.98	£1,296.02
/2 Safety Inspections	£500.00	£342.86	£157.14
Total	£2,000.00	£546.84	£1,453.16
3060 Oakhurst Play Area			
/1 Maintenance	£400.00	£0.00	£400.00
/2 Safety Inspections	£400.00	£342.86	£57.14
Total	£800.00	£342.86	£457.14
3070 Skatepark Maintenance	£2,000.00	£65.00	£1,935.00
3080 Play Equipment	£0.00	£78,400.00	-£78,400.00 <sup>4</sup>
3100 Cemetery Costs			
/1 Non Domestic Rates	£200.00	£673.87	-£473.87 <sup>5</sup>
/2 Water Charges	£100.00	£22.54	£77.46
Total	£300.00	£696.41	-£396.41
3110 Cemetery Maintenance			
/1 General	£200.00	£167.50	£32.50
/2 Fencing	£300.00	£0.00	£300.00
/3 Gravel	£350.00	£350.00	£0.00
/7 Refuse Collection	£500.00	£597.70	-£97.70 <sup>6</sup>
/8 Contractor fees	£6,000.00	£4,842.00	£1,158.00
Total	£7,350.00	£5,957.20	£1,392.80
3120 Memorial Inspections	£0.00	£0.00	£0.00
3130 Lychgate maintenance	£1,000.00	£0.00	£1,000.00
3140 Petwyn Maintenance/Improvements	£500.00	£49.42	£450.58
3150 Allotments	£1,000.00	£586.28	£413.72

3160	Tree Maintenance	£1,000.00	£1,000.00	£0.00
4000	Public Seats			
/1	Maintenance	£200.00	£6.95	£193.05
/2	Purchase	£0.00	£0.00	£0.00
	<b>Total</b>	<b>£200.00</b>	<b>£6.95</b>	<b>£193.05</b>
4010	Bus Shelters	£2,000.00	£40.00	£1,960.00
4020	Street Furniture	£150.00	£0.00	£150.00
4030	General	£200.00	£0.00	£200.00
4040	Christmas Decorations	£1,000.00	£4,625.01	-£3,625.01
4070	Lengthsman	£3,000.00	£1,320.00	£1,680.00
4090	Dog Warden and Bin emptying	£2,000.00	£1,910.00	£90.00
4095	CCTV			
/1	Purchase/Installation	£0.00	£0.00	£0.00
/2	Maintenance	£300.00	£300.00	£0.00
	<b>Total</b>	<b>£300.00</b>	<b>£300.00</b>	<b>£0.00</b>
4096	Provision for public toilets	£0.00	£0.00	£0.00
4098	Fryer Field Development Plan			
/4	Activity Day costs	£1,000.00	£823.90	£176.10
/5	Signage	£500.00	£0.00	£500.00
4099	Keep BritainTidy events	£50.00	£0.00	£50.00
	<b>Total Environment</b>	<b>£42,250.00</b>	<b>£113,909.21</b>	<b>-£71,659.21</b>
	<b>Monies for various earmarked funds</b>	<b>£21,160.00</b>		<b>£21,160.00</b>
	<b>Total Expenditure</b>	<b>£155,018.00</b>	<b>£176,462.61</b>	<b>-£21,444.61</b>

## Explanation of overspends:

- 1 2060/1 - Costs to resolve IT issues with reception PC
- 2 2060/2 - New keyboard
- 3 3030/1 - Replacement Floodlights monies to come from earmarked fund
- 4 3080 - Fryer field play area refurbishemnt from earmarked fund
- 5 3100/1 - non domestic rates - overspend to come from earmarked fund (finance meeting 19.10.17)
- 6 3110/7 -cemetery refuse collection, overspend due to increase in price per collection
- 7 4040 - Christmas decorations to come from earmarked fund



**Payments made in between meetings**

Payment method	Invoice amount	Invoice date	Details
EB 10.01	£179.20	08.01.18	Came and Company - Tractor Insurance
<b>Total</b>	<b>£179.20</b>		

**Payment list dated 18.01.18**

Payment method	Invoice amount	Invoice date	Details
EB 22.01	£1,533.60	01.01.18	Terrafirma - Grounds and Cemetery maintenance for December
EB 22.01	£107.94	31.12.17	War on Waste- General and dog bin emptying at Fryer Field for Dec 17
EB 22.01	£60.00	18.12.17	Aqua Care- Legionella testing at the Pavilion for Dec 17
EB 22.01	£1,731.00	18.12.17	Light Angels - Christmas Lighting - Second payment of year 3 of current 3 year plan
EB 22.01	£1,851.62	18.12.17	Light Angels - Christmas Lighting - Second payment of year 1 of new 3 year plan
EB 22.01	£920.00	21.12.17	M Grimes - Repairs to skatepark and painting of ramps
EB 22.01	£60.00	15.01.18	PJ Wellman Bookbinding - Bookbinding for 3 sets of minutes
EB 31.01	£727.76	18.01.18	HM Revenue and Customs - Tax and NI Jan (Month 10)
EB 31.01	£835.13	18.01.18	Dorset County Council - Pension Contributions Jan (Month 10)
EB 26.01	£2,396.05	18.01.18	Staff Salaries - January - Month 10
Chq 5923	£86.00	11.01.18	A E Jolliffe- Refund for Interment fee for L61 Mrs M T Robinson- charged incorrectly as Non-resident.
Chq 5924	£12.00	03.01.18	Dorset County Council - Recycling bag collection Jan-Mar 18
<b>Total</b>	<b>£10,321.10</b>		

**Direct Debits and Debit Card payments**

Payment method	Invoice amount	Invoice date	Details
Debit Card	£85.07	05.01.18	Hampshire Flag Company - Replacement Union Flag
DD	£37.43	01.01.18	1st Connect - Parish office line rental & internet charges 01.01 to 31.01.18
<b>Total</b>	<b>£122.50</b>		

**Finance And GP Budget for 2018/19**

<b>Code</b>	<b>Source</b>	<b>Budget 2018/2019</b>
<b>INCOME</b>		
<b>1010</b>	Interest - Deposit account	60.00
<b>1025</b>	Dividend - CCLA Property Fund	3500.00
<b>1030</b>	General	0.00
<b>1040</b>	Sales - Dog Waste bags	300.00
<b>1045</b>	Sales - Kitchen Caddy Bags	3500.00
<b>1050</b>	Insurance Claims	0.00
<b>1070</b>	Grants	0.00
<b>1080</b>	Youth Club - Rent and water charges	100.00
<b>1090</b>	4a Park Way - Rent and insurance	240.00
	<b>Total</b>	<b>7700.00</b>
<b>EXPENDITURE</b>		
<b>2030</b>	<b>Expenses</b>	
2030/1	Office staff Expenses	300.00
2030/3	Councillors Travel expenses	100.00
2030/4	Chairman's allowance	50.00
<b>Total</b>		<b>450.00</b>
Expenses are mainly for travel and parking costs incurred by staff and councillors. The chairman allowance is a small sum of money set aside for use by the chairman at his/her discretion.		
<b>2040</b>	<b>Training</b>	
2040/1	Clerk/Staff	600.00
2200/2	Councillors	500.00
<b>Total</b>		<b>1100.00</b>
Training budget for employees and councillors. Training includes attending courses, seminars, purchase of books that are required to keep up to date with current legislation etc.		
<b>2050</b>	<b>Office &amp; Admin costs</b>	
2050/1	Non Domestic Rates	0.00
2050/2	Electricity	750.00
2050/3	Phone Charges	600.00
2050/4	Broadband charges	300.00
2050/5	Stationery/Office furniture	300.00
2050/6	Photocopies	1600.00
2050/7	Maintenance inc waste collection	900.00
2050/9	Water Charges	130.00
<b>Total</b>		<b>4580.00</b>
The cost of running and maintaining the Parish Office.		
<b>2055</b>	<b>Loan Repayments</b>	<b>6940.00</b>
Repayment of £100,000 loan from the Public Works Loans Board in August 2010 for the purchase of 4 Parkway. Loan is fixed interest rate of 3.41% over a 20 year period. Repayments are made twice a year.		
<b>2060</b>	<b>IT Costs</b>	

2060/1	IT Support	1100.00
2060/2	IT Capital	100.00
<b>Total</b>		<b>1200.00</b>
Costs of purchasing any IT equipment. IT support includes annual fee for Finance and Cemetery software. Mapping software and antivirus.		
<b>2070</b>	<b>Insurance</b>	<b>3000.00</b>
Includes public liability insurance, insurance for parish council assets and equipment. Motor Insurance for tractor.		
<b>2080</b>	<b>Petty cash</b>	
2080/1	Postage	200.00
2080/2	Other	100.00
<b>Total</b>		<b>300.00</b>
Postage of all Council correspondence and various incidental expenditure.		
<b>2090</b>	<b>Professional Fees</b>	
2090/1	Audit	1000.00
2090/2	Legal Fees	0.00
2090/3	Payroll and other	420.00
<b>Total</b>		<b>1420.00</b>
Internal and External audit fee. Incidental legal fees which may occur throughout the year. Payroll service provided by EDDC.		
<b>2100</b>	<b>Subscription costs</b>	
2100/1	DAPTC	1100.00
2100/2	SLCC	230.00
2100/3	ICO/ICCM	200.00
<b>Total</b>		<b>1530.00</b>
DAPTC annual subscription, Society of Local Council Clerks, Information Commissioners Office, ICCM		
<b>2110</b>	<b>Purchase - Dog Waste bags</b>	<b>200.00</b>
<b>2115</b>	<b>Purchase - Kitchen Caddy Bags</b>	<b>2500.00</b>
<b>2120</b>	<b>Grants</b>	
2120/1	Section 137	
2120/1/2	Others	1500.00
2120/1/3	Jean Ware Award	1000.00
2120/1/4	Appentice Scheme	1000.00
2120/2	Section 142 - CAB	600.00
<b>Total</b>		<b>4100.00</b>
Grants consists of a grant for the Memorial Hall car park of £500 per year valid until 2018/19. A small grant each year to each of the local Citizens Advice bureaux's plus a small amount for any other applications that are considered during the year.		
<b>2130</b>	<b>Election Expenses</b>	<b>0.00</b>
An election can be called at any time and it is prudent for the Council to budget for this eventuality. The cost of an election is an unknown quantity but on average it is £500 per polling station. There is an earmarked fund for this eventuality.		
<b>2140</b>	<b>General &amp; Contingency</b>	<b>200.00</b>
A small budget for general expenditure/contingencies.		
<b>2150</b>	<b>Advertising and Publicity</b>	<b>400.00</b>

A small budget to cover the cost of notices that may be required to be placed in newspapers and items advertised in publications.		
<b>2160</b>	<b>Website</b>	<b>300.00</b>
Website Hosting and management with Vision ICT		
<b>2180</b>	<b>Remembrance Day Costs</b>	<b>800.00</b>
Costs for Remembrance Sunday		
<b>2190</b>	<b>Youth Club Funding</b>	<b>13300.00</b>
Funding for West Moors Youth Club. New code added in 2016 after withdrawal of funding from DCC		
<b>2195</b>	<b>Service Devolution Budget</b>	<b>4500.00</b>
Funding to cover costs of services taken over by PC from DCC and EDDC		
<b>2196</b>	<b>Data Control contingency</b>	<b>2000.00</b>
funding to cover costs of data controller to comply with new legislation		
	<b>Total</b>	<b>48820.00</b>

#### Staffing Budget for 2018//19

<b>Nominal Code</b>	<b>Source</b>	<b>Budget</b>
		<b>2016/17</b>
<b>2000</b>	<b>Salaries</b>	
2000/1	Administration staff	36326.00
2000/2	Grounds/Other staff	2925.00
	Overtime fund	2000.00
<b>Total</b>		<b>41251.00</b>
<b>2010</b>	<b>Employers Pension contribution</b>	<b>7992.00</b>
Employers Pension contributions are calculated as a percentage of staff salaries.		
<b>2020</b>	<b>Employers NI</b>	<b>2772.00</b>
Employers National Insurance contributions are calculated on the amount of NI that the employees pay. .		
<b>TOTAL COST OF SALARIES TO THE COUNCIL</b>		<b>52015.00</b>