

LITTLE DOWNHAM PARISH COUNCIL

MINUTES of the Admin & Finance Committee meeting held in the Book Café of the Village Hall, Main Street, Little Downham, on Thursday, 6 November 2008 commencing at 9.25pm.

Committee members present: Cllrs DA Adams-Payne, in the chair, and CM Frankland, CE Hall, EW Hall, RS Martin and RC Stacey.

In attendance – Cllrs M Oldfield, BL Taylor, and KO Winters.

6/08 **TO RECEIVE APOLOGIES FOR ABSENCE - None**

7/08 **TO ELECT ADMIN & FINANCE COMMITTEE CHAIRMAN FOR 2008/09**

1. It was proposed by Cllr CE Hall, seconded by Cllr DA Adams-Payne.

RESOLVED: To elect Cllr RC Stacey as Chairman for 2008/09. Cllr Stacey accepted.

8/08 **TO APPROVE MINUTES OF PREVIOUS MEETING**

1. **RESOLVED:** The minutes of 3 July 2008 were approved and signed as a true record.

9/08 **MATTERS TO REPORT** – None to report

10/08 **FINANCE**

1. **To review current financial status 2008/09 & budget proposal 2009/10** – The current financial situation was reviewed and draft budget proposals were considered.

RESOLVED: The following recommendations are to be made to the Full Council on 27/11/08:

	<u>ADMINISTRATION</u>
1.	COMPUTER/OFFICE EQUIPMENT – To consider the purchase of a new computer because the current one was bought in 2003, is slow and may not be adequate for new accounting programs. Funds could be used from Asset Replacement Fund.
	<u>FINANCE</u>
2.	SECTION 137 OTHER EXPENDITURE - To increase draft proposal from £2000 to £2500
3.	LITTLE DOWNHAM CEMETERY EXPENSES - To increase draft proposal from £3000 to £3500 to allow for increase in wages and petrol expenses
	<u>HIGHWAY & PARISH MAINTENANCE</u>
4.	To increase verge grass cutting from 6 cuts per annum to 8 cuts per annum.
	<u>PLAYING FIELDS & RECREATION</u>
5.	To increase play area grass cutting from 14 cuts per annum to 18 cuts per annum.
6.	To include Community Orchard grass cutting 8 cuts per annum and an additional cut and remove in Pingle Wood in July.
	<u>CAPITAL PROJECTS</u>
7.	Due to the delay of Section 106 funding from the Oak Farm Drive development, the Capital Projects were carried over to the next financial year. However, as a result of negotiations with ECDC, if funding can be found within other held Section 106 funding, the Parish Council may be permitted to go ahead with the play area railings and new camera and reclaim the net payments from ECDC. ECDC will then hold the funds from Freshwater Estate when received. The Council will be required to pay the invoices then claim from ECDC. This is not a problem on the proviso that ECDC guarantees payments can be claimed on paid invoices.

2. **To consider estimate of Precept 2009/10** - The general reserves balance at the end of 2007/08 was £64,430, which had built up over the past three years and was in accordance with the Audit Regulations 2003, as amended, being required to cover at least half the estimated expenditure for the next financial year. The Committee considered the expectation of the Council to purchase additional cemetery land. In order to avoid having a loan or mortgage, an increase in precept was suggested to build up earmarked reserves.

RESOLVED: To recommend to Full Council that the Precept estimate is £71,897.00.

The Clerk was thanked for her work on preparing the budget review and proposals.

There being no further business, the meeting was closed at 10.05pm.