LACKFORD PARISH COUNCIL

COUNCIL MEETING No 2a
(Second Monday in February)

PARISH COUNCILLORS NOTICE OF MEETING

Lackford Parish Councillors are called upon to attend a meeting of the Council that will take place on Monday 09 February 2015 at 7:30pm in Lackford Church.

John F. Sadler - Clerk to the Council

Councillors called to attend

Steve Jones (Chairman)
Stan Green (Vice-Chairman)
Harry Lidster
Colin Smith
Jan Betley
Naomi Palmer
Roland Van-Wijk

Statutory matters

The Chairman to ascertain that the statutory requirements for holding the meeting have been observed, there is a quorum *(minimum 2 for the APM and 3 for the Council meeting)*, and to determine if any Councillors wish to declare an interest in any matters on the Agenda

Apologies for absence

AGENDA

1. Financial matters

1.1. Budget for period April 2015 to March 2016 - the following amended budget proposal is for consideration by the Council. If approved, it will form the basis of the application for the Grant & Precept

Details	Actual last Year 2013/14	Budget this Year 20014/15	Propose next Year 2015/16	Agreed next Year 2015/16	% age Change from last	Notes
Administration Payments						
Parish Clerk	2100.00	2200.00	2574.00		2.96	See notes 1 & 2
Clerk - under budget 14/15	0.00	0.00	300.00		#DIV/0!	See note 3
Office rent - Clerk	88.00	90.00	92.00		2.22	
Admin expense - Clerk	198.70	260.00	270.00		3.85	
Room hire for meetings	160.00	170.00	180.00		5.88	
Internal Audit	0.00	115.00	120.00		4.35	
External Audit	0.00	0.00	0.00		#DIV/0!	None anticipated
Insurance	265.00	280.00	280.00		0.00	No change
SALC - inc subscription	117.00	120.00	125.00		4.17	
Training	0.00	100.00	100.00		0.00	No change
Publications & subscriptions	0.00	50.00	50.00		0.00	No change
Bank charges & Interest paid	0.00	0.00	0.00		#DIV/0!	None anticipated
Provision for election costs	0.00	0.00	500.00		#DIV/0!	See note 4
Other - Admin payments	0.00	400.00	274.00		-31.50	Reserve
Administration Payments	**2928.70**	**3785.00**	**4865.00**	**0.00**		
Other Payments						
Churchyard maintenance	210.00	220.00	230.00		4.55	
LCC - village services	330.00	340.00	350.00		2.94	
Grass cutting SEBC	48.72	200.00	200.00		0.00	No change
Footpath Licences	5.00	5.00	5.00		0.00	No change
Other - Other payments	0.00	150.00	150.00		0.00	No change
Section 137 Payments	750.00	500.00	500.00		0.00	No change (15/16 Limit = £7.36
Other Payments	**1343.72**	**1415.00**	**1435.00**	**0.00**		
Actual & Budget payments	**4272.42**	**5200.00**	**6300.00**	**0.00**	**21.15**	**% age change**

Note 1 - this budget of £2574 is based upon an average of 5 hours per week during the year at £9.90 per hour. *(The rate proposed by SALC).*

The Clerk hopes that the five hours a week can be achieved by actively looking for ways to reduce the Clerks time. The Clerk has proposed that the mail database, which has been kept since 2006 be scrapped. The Clerk anticipates that this would probably save on average half an hour per week. Other time savings and procedural efficiencies would be sought through the year.

This budget and proposed time savings to be reviewed throughout year 2015/16 in order to assess the appropriate budget for year 2016/17.

Note 2 - the percentage change takes into account the under budgeted amount of £300 for year 2014/15.

Note 3 - this amount has been calculated to compensate for the additional hours carried out in year 2014/15 compared with the budget and has been calculated as follows:

The Clerks projected hours during 2014/15 *(now average at 6 hours per week)* x the minimum rate for Clerks of £8.428 per hour = £2629. Less the budget for 2014/15 of £2200 = £429. The Clerk is content that this be rounded down to £300.

Note 4 - the provision of £500 for electoral costs is in accordance with the letter from West Suffolk dated 15 January 2015, received 23 January 2015 and forwarded to Councillors on 26 January 2015.

Proposal to approve the Budget as may be agreed by Councillors
Seconded by
Council members to approve the proposal

1.2. **Application for Grant & Precept (revised)** – to be completed and signed by the Chairman
(Append application for Grant & Precept)

2. To re-confirm the date and time of the next and future meetings

The next Parish Council Meeting (Meeting No 4) was previously proposed as:

Monday 09 March 2015 at 7:30pm in Lackford Church.

Proposed dates for future meetings:

Monday 11 May 2015 (APM & AGM) - 2nd Monday in May
Monday 12 October 2015 (Meeting No 2) - 2nd Monday in October
Monday 14 December 2015 (Meeting No 3) – 2nd Monday in December
Monday 14 March 2016 (Meeting No 4) – 2nd Monday in March