



FINANCE AND RISK MANAGEMENT COMMITTEE

Minutes of a meeting of the Parish Council Finance & Risk Management Committee on Monday 14th November 2009 commencing at 18:00. in The Lindos Centre Conference Room Saddlemakers Lane Melton IP12 1PP.

Present:

Cllr Mrs BK Abbott

Cllr Mr PJ Brockett

Cllr Mr AG Dunford [Chairman]

Cllr Miss KS Martin

Cllr Mr HM Needham

In Attendance:

Cllr Mr GK Butterwick

Mr MJ Green - Clerk to Melton Parish Council

09.57 TO RECEIVE APOLOGIES FOR AND CONSENT TO ABSENCE

There were no apologies for absence

09.58 TO RECEIVE DECLARATIONS OF INTEREST WITH REGARD TO ITEMS ON THE AGENDA AND ADDITIONS TO THE REGISTER

There were no declarations of interest or additions to the register

09.59 PUBLIC PARTICIPATION SESSION

09.59.01 To receive representations from Councillors who have declared a prejudicial interest under item 09.58

There were no representations from councillors.

09.59.02 To receive representations from members of the public in respect of items on the agenda only

There were no representations from members of the public.

As there were no members of the public present it was not necessary to lift standing orders

09.60 OPEN FORUM FOR MEMBERS OF THE PUBLIC TO TALK TO COUNCILLORS

There were no members of the public present.

09.61 TO APPROVE THE MINUTES OF THE MEETING HELD ON 12TH OCTOBER 2009

It was **RESOLVED** that minutes FRM(09)M4 previously circulated be received, noted and signed as a correct record by the Chairman.

Proposed by: Cllr Dunford

Seconded by: Cllr Martin.

09.62 TO REVIEW MANAGEMENT ACCOUNTS TO 30TH NOVEMBER 2009

It was **RESOLVED** that the Management Accounts contained in paper FRM(09)62 previously circulated were received and noted.

Proposed by: Cllr Dunford

Seconded by: Cllr Martin.

09.63 TO RECONCILE THE BANK STATEMENTS WITH THE MANAGEMENT ACCOUNTS

It was **RESOLVED** to confirm the bank reconciliation tabled at the meeting.

Proposed by: Cllr Dunford

Seconded by: Cllr Martin.

09.64 TO AUTHORISE SIGNING OF ORDERS FOR PAYMENT

It was **RESOLVED** to authorise the signing of orders for payment contained in paper FRM(09)P64 previously circulated. A copy of the paper is attached to these minutes.

Proposed by: Cllr Dunford

Seconded by: Cllr Martin.

- 09.65 TO RECEIVE A REPORT ON ACTION TAKEN ON MATTERS ARISING NOT OTHERWISE ON THE AGENDA**
Paper FRM(09)P65 previously circulated was received and noted.
- 09.66 TO REVIEW THE RISK MANAGEMENT POLICES AND PRACTICES OF THE COUNCIL**
- 09.66.01 Internal Audit Interim Report**
Paper FRM(09)P66.01 previously circulated was received and noted.
The Clerk confirmed that the electrical survey of the pavilion had been completed but as yet a certificate had not been received.
- 09.67 TO CONSIDER THE PROPOSED BUDGET AND PRECEPT FOR 2010/2011**
Paper FRM(09)P67 previously circulated was received and noted.
The figures contained in the report for predicted year end were based on the 30/09/09 year to date figures and not the 30/11/09 year to date. However, as the discussion was about the budget for the forthcoming year it was agreed not to update the year to date figures.
Following lengthy discussion on the detailed budget it was agreed to:
- Increase the provision for material on the playing field and pavilion maintenance by £250 to £500
 - Add to the Recreation Committee budget a sum of £1,850 for the second eradication of the Chafer Bug
 - To increase the precept to cover these additional items thereby leaving the budget in balance
- The impact of these changes is to increase the precept from £48,100 to £50,200. This increases income from own resources to £53,440 and the expenditure on own resources to £53,363 leaving the predicted surplus unchanged as £77.
The Clerk to amend the budget spreadsheet prepared by Cllr Butterwick with these revised figures. A copy of the revised budget will be attached to these minutes. A single sheet summary by committee will be presented to full council in January 2010 for adoption.
- 09.67.01 Budget 2010/2011**
It was RESOLVED to agree the proposed budget of £53,363 contained in paper FRM(09)P52 as revised as above and recommend it to the full council for adoption on January 14th 2010.
Proposed by: Cllr Dunford **Seconded by:** Cllr Martin
- 09.67.02 Precept 2010/2011**
It was RESOLVED to agree the proposed precept of £50,200 contained in paper FRM(09)P52 as revised above and recommend it to the full council for adoption on January 14th 2010.
Proposed by: Cllr Dunford **Seconded by:** Cllr Martin
- 09.68 TO CONSIDER THE INSURANCE OF THE COUNCIL'S ASSETS.**
The Clerk advised that he was awaiting the response from the insurance company to his request for revised estimates based on a variety of different scenarios including:
- Increase excess to £5,000
 - To reduce the fidelity cover
 - To remove various items from the cover e.g. motor mower
 - Options on reducing cover to keep the premium at £2,500
- 09.69 TO AGREE THE GRANT PAYMENTS FOR 2009/10**
Melton Messenger £1,000
Burness Parish Rooms £1,000
It was RESOLVED to approve the above grant payments for 2008/2009 of £2,000
Proposed by: Cllr Martin **Seconded by:** Cllr Brockett

09.70 BARCLAYS BANK SIGNATORIES

09.70.01 To Re-appoint Signatories to Barclays Bank Account and Complete New Documentation

It was RESOLVED to appoint the Chairman and Vice Chairman of Council and Chairman of the Finance and Risk Management Committee as signatories to the council bank accounts namely Cllr Brockett, Cllr Dunford and Cllr Martin

Proposed by: Cllr Needham

Seconded by: Cllr Abbott

09.70.02 To Consent to the Clerk to Melton Parish Council being given Authority as the Third Party to give instructions regarding the Operation of the Account

It was RESOLVED to consent to the Clerk to Melton Parish Council being given Authority as the Third Party to give instructions regarding the operation of the account.

Proposed by: Cllr Needham

Seconded by: Cllr Abbott

09.71 FINANCE COMMITTEE CHAIRMAN'S URGENT BUSINESS

There was no urgent business

09.72 DATE OF NEXT MEETING

Monday 1st February 2010 at 18.00 in the Lindos Centre Conference Room

There being no further business the meeting closed at 19:40

Signed: _____

Date: _____

[Chairman]

Melton Parosh Council Proposed Budget 2010/2011

2nd Draft Budget 2010/11

NB: Figures for 2006/07 to 2008/09 are in hidden columns - do not delete these, nor redundant expenditure lines!

Income & Expenditure - Finance & RM C'ttee Layout

INCOME

Council's Own Resources

	2006/07			2007/08				2008/09				2009/10			2010/11	
	Budget	Actual Out-turn	Under / Over spend	Budget	Actual Out-turn	Under / Over spend	Budget ¹	Budget ²	Actual Out-turn	Under / Over spend	Budget	Predicted Out-turn	Under / Over spend	1 st Draft Budget	2 nd Draft Budget	
Hire of Tennis Courts	£1,000	£185	-£815	£250	£191	-£59	£500	£250	£589	£89	£1,000	£1,700	£700	£1,700	£1,700	
Hire of Football Pitches	£1,200	£950	-£250	£1,250	£1,200	-£50	£1,410	£1,250	£1,460	£50	£1,440	£1,440	£0	£1,440	£1,440	
Stock Interest (NB matures 10/09/2008; redeemed 09/2007)	£800	£413	-£387	£824	£0	-£824	£0	£824	£0	£0	£0	£0	£0	£0	£0	
Bank Interest	£800	£1,484	£684	£1,600	£1,831	£231	£1,000	£1,600	£1,590	£590	£1,000	£50	-£950	£50	£50	
SCDC Recycling Credits	£0	£120	£120	£250	£250	£0	£378	£250	£114	-£264	£100	£50	-£50	£50	£50	
Miscellaneous Income	£200	£5	-£195	£0	£5	£5	£0	£0	£200	£200	£0	£0	£0	£0	£0	
Income - Council's Own Resources	£4,000	£3,157	-£843	£4,174	£3,477	-£697	£3,288	£4,174	£3,953	£665	£3,540	£3,240	-£300		£3,240	
Council Tax Precept	£27,600	£27,600	£0	£27,600	£27,600	£0	£37,600	£37,600	£37,600	£0	£39,300	£39,300	£0		£50,200	

Total Income - Council's Own Resources

	£31,600	£30,757	-£843	£31,774	£31,077	-£697	£40,888	£41,774	£41,553	£665	£42,840	£42,540	-£300		£53,440
% under/over budget			-3%			-2%				2%			-1%		

Expenditure - Council's Own Resources (NB Allocation to C'ttees are notional pre 2008/09)

Employment Committee

	2006/07	2007/08	2008/09	2009/10	2010/11
Salaries, NI & Staff Expenses	£5,500	£5,975	£475	£0	see below
Clerk's Salary, NI & Expenses	£7,900	£11,586	£3,686	£8,200	£13,528
Assistant Clerk's Salary, NI & Expenses	£5,000	inc above	inc above	£4,300	inc above
Temporary Clerk's Salary, NI & Expenses	£0	inc above	inc above	£0	inc above
Clerk's Gratuity in lieu of Pension	£0	£6,614	£6,614	£0	£0
Sub-Total: Salaries, NI & Staff Expenses	£12,900	£18,200	£5,300	£12,500	£13,528

% under/overspent			41%		8%
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Accommodation, Postage, Stationery, IT & Audit

Rent of Office Space	£5,500	£5,975	£475	£0	see below
Administration, Computer & Audit	£6,700	£1,100	-£5,600	£3,450	£3,485
Postage	£1,500	£4,816	£3,316	£1,900	see below
Stationery & copying	see above	see above	n/a	£1,900	£138
Computer/Telephone	see above	see above	n/a	£718	£159
Audit	see above	see above	n/a	£806	£972
Hire of Meeting Space	see above	see above	n/a	£450	£505
Sub-Total: Accommodation, Postage, Stationery, IT & Audit	£8,200	£5,916	-£2,284	£7,250	£6,682

% under/overspent			-28%		-8%
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Subscriptions, Training, Councillors' Expenses & Elections

Subscriptions [ACRE, SALC, SLCC, etc]	£5,500	£5,975	£475	£900	£868
Training & Expenses	£100	£583	£483	£1,000	see below
Councillor Training	£150	£150	£0	£1,000	£573
Clerk & Asst. Clerk Training	see above	see above	n/a	£446	£500
Councillor's Expenses	see above	see above	n/a	£526	£500
Chairman's Allowance (see Note 1)	£0	£0	£0	£103	£650
Election Costs	£0	£0	£0	£0	£0
Sub-Total: Subscriptions, Training, Councillors' Expenses & Elections	£250	£733	£483	£4,050	£2,279

% under/overspent			193%		-44%
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Communication & Miscellaneous

Website - Domain Name Hosting	£5,500	£5,975	£475	£0	see below
Further Website Development	£0	£392	£392	£100	£52
Data Protection	£0	£0	£0	£400	£242
Communications - pages in Melton Messenger	£0	£0	£0	£0	£0
Quality Parish Scheme	£0	£1,000	£1,000	£1,000	£1,000
Local Strategic Partnership	£0	£0	£0	£0	£0
Market Towns Initiative	£0	£0	£0	£0	£0
Miscellaneous Expenses / Sundry	£200	£73	-£127	£200	£0
Sub-Total: Communication & Miscellaneous	£200	£1,465	£1,265	£1,700	£1,294

% under/overspent			633%		-24%
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Melton Parosh Council Proposed Budget 2010/2011

2nd Draft Budget 2010/11

NB: Figures for 2006/07 to 2008/09 are in hidden columns - do not delete these, nor redundant expenditure lines!

Income & Expenditure - Finance & RM C'ttee Layout

Total Expenditure: Employment Committee

Finance & Risk Management Committee

NB How do we cover PWLB capital replacement in Management Accounts? I think the figures below only represent interest payments

	2006/07			2007/08			2008/09				2009/10			2010/11	
	Budget	Actual	Under / Over spend	Budget	Actual	Under / Over spend	Budget ¹	Budget ²	Actual	Under / Over spend	Budget	Predicted	Under / Over spend	1 st Draft Budget	2 nd Draft Budget
Total Expenditure: Employment Committee	£21,550	£26,314	£4,764	£25,500	£23,783	-£1,717	£26,785	£22,435	£26,288	-£497	£27,974	£30,218	£2,244		£28,521
			22%			-7%				-2%			8%		
Finance & Risk Management Committee	£3,130	£3,421	£291	£2,969	£3,810	£841	£6,671	£3,119	£5,529	-£1,142	£5,848	£6,632	£784		£9,048
			9%			28%				-17%			13%		
Planning Committee	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£500	£0	-£500	£500	£0
Planning Consultant	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£500	£0	-£500	£500	£0
Traffic Survey (part funded from SCC Locality Budget)	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Legal Adviser (Girdlestone application)	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£1,667	£1,667	£0	£0
Total Expenditure: Planning Committee	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£500	£1,667	£1,167		£0
			n/a			n/a				n/a			233%		
Recreation Committee	£1,500	£1,060	-£440	£1,600	£1,060	-£540	£1,335	£1,160	£1,316	-£19	£1,171	£1,274	£103		£1,274
Park Warden's Wages	£1,500	£1,060	-£440	£1,600	£1,060	-£540	£1,335	£1,160	£1,316	-£19	£1,171	£1,274	£103		£1,274
			-29%			-34%				-1%			9%		
Playing Field & Pavilion Maintenance	£5,500	£5,975	£475	£0	see below	~	see below	£3,440	£13,839	£5,676	~	~	~	~	~
All Weather (5-a-side) Pitch Maintenance (?SCC?)	see above	see above	n/a	see above	£427	n/a	£438	see above	£439	n/a	£450	£471	£21	£500	£500
Annual Maintenance Contract (SBPM)	see above	see above	n/a	see above	£2,548	n/a	£4,368	see above	see above	n/a	£6,500	£7,280	£780	£7,000	£6,000
Electrical Service - Annual	see above	see above	n/a	see above	£39	n/a	£103	see above	see above	n/a	£100	£100	£0	£100	£100
Electricity Supply	see above	see above	n/a	see above	£0	n/a	£0	see above	see above	n/a	£264	£203	-£61	£200	£200
External Painting of Pavilion	see above	see above	n/a	see above	£808	n/a	£0	see above	see above	n/a	£0	£0	£0	£0	£0
Extend Car-park Fence	see above	see above	n/a	see above	£0	n/a	£0	see above	see above	n/a	£0	£0	£0	£0	£0
Fire Service - Annual	see above	see above	n/a	see above	£30	n/a	£31	see above	see above	n/a	£35	£35	£0	£35	£35
First Aid Kit & Accident Book	see above	see above	n/a	see above	£33	n/a	£34	see above	see above	n/a	£0	£0	£0	£0	£0
Goalpost Securing Post	see above	see above	n/a	see above	£70	n/a	£0	see above	see above	n/a	£0	£0	£0	£0	£0
Grass Cutting - Annual (? SCC ?)	see above	see above	n/a	see above	£1,531	n/a	£1,568	see above	see above	n/a	£1,671	£1,592	-£79	£1,700	£1,700
Hedge Cutting	see above	see above	n/a	see above	£347	n/a	£0	see above	see above	n/a	£0	£0	£0	£0	£0
Marking Pitches - Annual	see above	see above	n/a	see above	£156	n/a	£160	see above	see above	n/a	£164	£350	£186	£350	£350
Materials	see above	see above	n/a	see above	£89	n/a	£513	see above	see above	n/a	£100	£150	£50	£250	£500
Mole Service	see above	see above	n/a	see above	£385	n/a	£538	see above	see above	n/a	£294	£294	£0	£300	£300
Mower Service - Annual	see above	see above	n/a	see above	£0	n/a	£0	see above	see above	n/a	£0	£418	£418	£500	£0
Park Warden Expenses	see above	see above	n/a	see above	£260	n/a	£346	see above	see above	n/a	£100	£41	-£59	£50	£50
Repair Damaged Gate	see above	see above	n/a	see above	£85	n/a	£0	see above	see above	n/a	£0	£0	£0	£0	£0
Repair Roof	see above	see above	n/a	see above	£256	n/a	£0	see above	see above	n/a	£0	£0	£0	£0	£0
Reverse Gate	see above	see above	n/a	see above	£38	n/a	£0	see above	see above	n/a	£0	£0	£0	£0	£0
Repair Side Extn Roof	see above	see above	n/a	see above	£0	n/a	£0	see above	see above	n/a	£0	£0	£0	£0	£0
Replace Shutters	see above	see above	n/a	see above	£447	n/a	£0	see above	see above	n/a	£0	£0	£0	£0	£0
Scoping & Design (Pavilion Project) (one-off)	see above	see above	n/a	see above	£0	n/a	£0	see above	see above	n/a	£1,000	£1,000	£0	£0	£0
Topographical Survey	see above	see above	n/a	see above	£1,370	n/a	£0	see above	see above	n/a	£0	£0	£0	£0	£0
Water Supply (metered)	see above	see above	n/a	see above	£329	n/a	£200	see above	see above	n/a	£218	£636	£418	£800	£400
Weed & Feed Pitch - Annual (?SCC?)	see above	see above	n/a	see above	£295	n/a	£302	see above	see above	n/a	£310	£300	-£10	£325	£325
Sundry Expenses	~	~	~	~	~	~	~	~	~	~	~	~	~	~	~
Keys for Pavilion - Chairman	see above	see above	n/a	see above	£0	n/a	£0	see above	see above	n/a	£0	£11	£11	£0	£0
Suffolk Safekey	see above	see above	n/a	see above	£0	n/a	£0	see above	see above	n/a	£0	£10	£10	£10	£10

Melton Parish Council Proposed Budget 2010/2011

2nd Draft Budget 2010/11

NB: Figures for 2006/07 to 2008/09 are in hidden columns - do not delete these, nor redundant expenditure lines!

Income & Expenditure - Finance & RM C'ttee Layout

	2006/07			2007/08			2008/09				2009/10			2010/11	
	Budget	Actual Out-turn	Under / Over spend	Budget	Actual Out- turn	Under / Over spend	Budget ¹	Budget ²	Actual Out- turn	Under / Over spend	Budget	Predicted Out-turn	Under / Over spend	1 st Draft Budget	2 nd Draft Budget
Replace damaged window & grill (below insurance excess)	see above	see above	n/a	see above	£0	n/a	£0	see above	see above	n/a	£0	£151	£151	£0	£0
Contingency	see above	see above	n/a	see above	£0	n/a	£0	see above	see above	n/a	£0	£675	£675	£250	£0
Chafer Bug Eradication	see above	see above	n/a	see above	£0	n/a	£0	see above	see above	n/a	£0	£1,850	£1,850	£0	£1,850
Sub-Total: Playing Field & Pavilion Maintenance	£7,000	£7,035	£35	£1,600	£10,603	£9,003	£9,936	£4,600	£15,594	£5,658	£12,377	£16,841	£4,464		£13,594
	% under/overspent	1%	W	% under/overspent	563%		% under/overspent	57%		% under/overspent	36%				
Tennis Court Maintenance	£2,000	£127	-£1,873	£3,000	see below	~	~	~	~	~	~	~	~	~	~
Creation of Tennis Club	see above	see above	n/a	see above	£0	n/a	£0	£0	see above	n/a	£0	£0	£0	£0	£0
Weedkiller	see above	see above	n/a	see above	£74	n/a	£0	£0	see above	n/a	£0	£0	£0	£0	£0
Maintenance & Refurbishment	see above	see above	n/a	see above	£0	n/a	£0	£8,587	£0	£0	see Externally funded projects			£0	£0
Maintenance Contingency	see above	see above	n/a	see above	£0	n/a	£0	£0	£0	£0	£0	£0	£0	£500	£500
Sub-Total: Tennis Court Maintenance	£2,000	£127	-£1,873	£3,000	£74	-£2,926	£0	£8,587	£0	£0	£0	£0	£0		£500
	% under/overspent	n/a	W	% under/overspent	n/a		% under/overspent	n/a		% under/overspent	n/a				
Play Area Maintenance	£200	£89	-£111	£200	see below	~	see below	£1,432	£4,229	n/a	~	~	~	~	~
New ladder for Play Equipment & Chain restrictors for swings	see above	see above	n/a	see above	£0	n/a	£0	£0	see above	n/a	£0	£0	£0	£0	£0
New Wet Pour Surfaces under play equipment	see above	see above	n/a	see above	£7,984	n/a	£0	£0	see above	n/a	£0	£0	£0	£0	£0
New netting for shooting ring	see above	see above	n/a	see above	£147	n/a	£0	£0	see above	n/a	£0	£0	£0	£0	£0
Repairs to safety fence	see above	see above	n/a	see above	£0	n/a	£0	£0	see above	n/a	£300	£150	-£150	£0	£0
Repairs contingency	see above	see above	n/a	see above	£0	n/a	£0	£0	see above	n/a	£0	£0	£0	£200	£200
Inspection & Safety Maintenance - annual	see above	see above	n/a	see above	£0	n/a	£75	£75	see above	n/a	£483	£483	£0	£500	£500
Safety Maintenance - one-off	see above	see above	n/a	see above	£0	n/a	£0	£0	see above	n/a	£0	£0	£0	£0	£0
Sub-Total: Play Area Maintenance	£200	£89	-£111	£200	£8,131	£7,931	£75	£1,507	£4,229	£4,154	£783	£633	-£150		£700
	% under/overspent	n/a	P	% under/overspent	3966%		% under/overspent	5539%		% under/overspent	-19%				
Woodland Maintenance	£1,500	£350	-£1,150	£550	see below	~	see below	~	~	~	~	~	~	~	~
Tree Surgery	see above	see above	n/a	see above	£1,544	n/a	£2,500	£550	£5,360	£2,860	£500	£0	-£500	£1,000	£0
Woodland Survey	see above	see above	n/a	see above	£2,349	n/a	£0	see above	see above	n/a	£0	£0	£0	£0	£0
Pond Maintenance	see above	see above	n/a	see above	£0	n/a	£500	see above	£55	n/a	£0	£0	£0	£0	£0
Maintenance Contingency	see above	see above	n/a	see above	£0	n/a	£500	see above	£0	n/a	£0	£0	£0	£0	£1,000
Sub-Total: Woodland Maintenance	£1,500	£350	-£1,150	£550	£3,893	£3,343	£3,500	£550	£5,415	£1,915	£500	£0	-£500		£1,000
	% under/overspent	-77%		% under/overspent	608%		% under/overspent	55%		% under/overspent	-100%				
Village Facilities	£300	£211	-£89	£500	£0	-£500	£0	£646	£789	£789	£0	£370	£370	£0	£0
Additional Dog Waste Bins	£0	£0	£0	£0	£173	£173	£0	£0	£0	£0	£0	£0	£0	£0	£0
Additional Litter Bins	£0	£0	£0	£0	£0	£0	£0	£500	£0	£0	£0	£0	£0	£0	£0
Bus Shelter Maintenance (see Maint. Contract under Rec. Cttee wef '09/10)	£500	£771	£271	£500	£50	-£450	£0	£500	£840	£840	£0	£0	£0	£0	£0
Melton Car Park Project	£0	£0	£0	£0	£0	£0	£10,000	£0	£0	-£10,000	£0	£0	£0	£0	£0
Melton Messenger Articles	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0
Notice Board: Purchase & Maintenance (09/10 includes uninsured loss)	£100	£0	-£100	£100	£774	£674	£0	£100	£2,116	£2,116	£800	£1,216	£416	£0	£0
Pages for young people in Melton Messenger	£0	£0	£0	£0	£0	£0	£500	£0	£0	-£500	£0	£0	£0	£0	£0
Seats/Picnic Tables: Purchase & Maintenance	£100	£923	£823	£100	£0	-£100	£0	£100	£0	£0	£0	£0	£0	£0	£0
Sub-Total: Village Facilities	£1,000	£1,905	£905	£1,200	£997	-£203	£10,500	£1,846	£3,745	-£6,755	£800	£1,586	£786		£0
	% under/overspent	91%		% under/overspent	-17%		% under/overspent	-64%		% under/overspent	98%				
Total Expenditure: Recreation Committee	£11,700	£9,506	-£2,194	£6,550	£23,698	£17,148	£24,011	£17,090	£28,984	£4,973	£14,460	£19,060	£4,600		£15,794
	% under/overspent	-19%		% under/overspent	262%		% under/overspent	21%		% under/overspent	32%				
Total Expenditure: funded from Council's Own Resources	£36,380	£39,241	£2,861	£35,019	£51,291	£16,272	£57,467	£42,644	£60,800	£3,333	£48,782	£57,577	£8,795		£53,363
	% under/overspent	8%	X	% under/overspent	46%		% under/overspent	6%		% under/overspent	18%				
Surplus / Deficit (Excess of Own Resource Income over Expenditure)	(£4,780)	(£8,484)	£3,704	(£3,245)	(£20,214)	£16,969	(£16,579)	(£870)	(£19,247)	£2,668	(£5,942)	(£15,037)	£9,095		£77
Deficit funded by:	Allocated	Actual		Allocated	Actual		Allocated	Allocated	Actual		Allocated	Predicted Outturn		Allocated	
Planned draw-down from reserves to for items agreed by council	£7,500	£6,614	see below	£0	£12,767	see below	£10,000		£2,116	see below	£0	£3,517	see below	£0	£0
Unplanned draw-down from reserves to meet shortfall in revenue inc/exp	-£2,720	£1,870	~	£3,245	£7,447	~	£6,579		£17,131	~	£5,942	£11,520	~	£0	£0
Analysis of Planned Draw-down from Reserves.															
Utilisation of Special Projects Fund	£1,500	£1,500	A	£0	£0		£0	£0	£0		£0	£0		£0	£0

Melton Parosh Council Proposed Budget 2010/2011

2nd Draft Budget 2010/11

NB: Figures for 2006/07 to 2008/09 are in hidden columns - do not delete these, nor redundant expenditure lines!

Income & Expenditure - Finance & RM C'ttee Layout

	2006/07			2007/08			2008/09				2009/10			2010/11	
	Budget	Actual Out-turn	Under / Over spend	Budget	Actual Out- turn	Under / Over spend	Budget ¹	Budget ²	Actual Out- turn	Under / Over spend	Budget	Predicted Out-turn	Under / Over spend	1 st Draft Budget	2 nd Draft Budget
Utilisation of Field & Woodland Fund	£1,000	£114	A	£0	£0		£0	£0	£0		£0	£0		£0	£0
Utilisation of Village Plan Fund	£5,000	£5,000	A	£0	£0		£0	£0	£0		£0	£0		£0	£0
Repair pavilion roof	£0	£0		£0	£256		£0	£0	£0		£0	£0		£0	£0
Repair side pavilion roof	£0	£0		£0	£0		£0	£0	£0		£0	£0		£0	£0
Pavilion Painting External	£0	£0		£0	£808		£0	£0	£0		£0	£0		£0	£0
Tennis court refurbishment	£0	£0		£0	£0		£0	£0	£0		£0	£0		£0	£0
New play equipment ladder	£0	£0		£0	£0		£0	£0	£0		£0	£0		£0	£0
Wet pour play surface	£0	£0		£0	£7,984		£0	£0	£0		£0	£0		£0	£0
Woodland survey	£0	£0		£0	£2,349		£0	£0	£0		£0	£0		£0	£0
New dog waste bins	£0	£0		£0	£0		£0	£0	£0		£0	£0		£0	£0
Young people pages in Messenger	£0	£0		£0	£0		£0	£0	£0		£0	£0		£0	£0
Topographical survey	£0	£0		£0	£1,370		£0	£0	£0		£0	£0		£0	£0
Station Car-park (contribution to Network Rail Costs)	£0	£0		£0	£0		£10,000	£0	£0	C	£0	£0		£0	£0
Notice Board: Purchase & Maintenance (09/10 inc uninsured loss)	£0	£0		£0	£0		£0	£0	£2,116		£0	£0		£0	£0
Tennis Court Reconstruction (rest from loans & grants)	£0	£0		£0	£0		£0	£10,000	£0		£0	£0			£0
Traffic Survey (part funded from SCC Locality Budget)	£0	£0		£0	£0		£0	£0	????		£0	£0			£0
Legal Adviser (Girdlestone application)	£0	£0		£0	£0		£0	£0	£0		£0	£1,667	F		£0
Chafer Bug Eradication	£0	£0		£0	£0		£0	£0	£0		£0	£1,850	F		£0
Totals:	£7,500	£6,614		£0	£12,767		£10,000	£10,000	£2,116		£0	£3,517			£0

Project Income from Ring-Fenced External Sources.

NB Grants, Loans, etc. are ring-fenced by donors and cannot be used for other purposes. *There have been items 100% funded by, e.g. SCC Locality Fund Grants (e.g. dog/grit bins) which are not listed. External funders usually like to see their contributions acknowledged in accounts.*

Under-spend on Externally Funded Projects	£0	£0	~	£0	£0	~	£0	£0	£0	~	£6,180	£6,180	~		£328
Other (Schlee Bequest)	£0	£0	~	£0	£0	~	£0	£0	£12,360	~	£0	£0	~	£0	
???? Grant (Pavilion Regeneration - Construction costs)	£0	£0	~	£0	£0	~	£0	£0	£0	~	£0	£0	~		????
PWLB Loan (Pavilion Regeneration - Construction costs)	£0	£0	~	£0	£0	~	£0	£0	£0	~	£0	£0	~		£60,000
PWLB Loan (Tennis Court Reconstruction)	£0	£0	~	£0	£0	~	£0	£15,000	£15,000	~	£0	£0	~	£0	£0
SCC Locality Fund Grant (Additional Dog Waste / Grit / Litter Bins)	£0	????	~	£0	????	~	£0	????	????	~	£0	£0	~	£0	£0
SCC Locality Fund Grant (ePlanning Equipment)	£0	£0	~	£0	£0	~	£0	£0	£0	~	£0	£718	~		£0
SCC Locality Fund Grant (Pavilion Regeneration - Architect's fees)	£0	£0	~	£0	£0	~	£0	£0	£0	~	£0	£2,000	sum tbc		£0
SCC Locality Fund Grant (Pavilion Regeneration - Structural Survey fees)	£0	£0	~	£0	£0	~	£0	£0	£0	~	£0	£1,000	~		£0
SCC Locality Fund Grant (Traffic Survey)	£0	£0	~	£0	£0	~	£0	£1,000	£1,000	~	£0	£0	~	£0	£0
SCDC Capital Grant (Tennis Court Reconstruction)	£0	£0	~	£0	£0	~	£0	£2,000	£2,000	~	£0	£0	~	£0	£0
SCDC Playspace Fund Grant (All-weather Footpath)	£0	£0	~	£0	£0	~	£0	£0	£0	~	£0	£8,765	~		£0
Total: Project Income from External Sources	£0	£0	~	£0	£0	~	£0	£18,000	£30,360	~	£6,180	£18,663	~		£60,328

Project Expenditure funded from Ring-Fenced External Sources (e.g. Grants, Loans, etc.)

Over-spend on Externally Funded Projects	£0	£0	~	£0	£0	~	£0	£0	£0	~	£0	£0	~		£0
All-weather Footpath - SCDC Playspace Fund	£0	£0	~	£0	£0	~	£0	£0	£0	~	£0	£8,765	~		£0
All-weather Footpath - Schlee Bequest	£0	£0	~	£0	£0	~	£0	£0	£0	~	£0	£965	~		£0
Tennis Court Reconstruction (Repayment of PWLB capital) - Schlee Bequest	£0	£0	~	£0	£0	~	£0	£0	£0	~	£0	£1,845	~	F	£328
Additional Dog Waste / Grit / Litter Bins - SCC Locality Fund	£0	£0	~	£0	£0	~	£0	£0	????	~	£0	£0	~		£0
Traffic Survey - SCC Locality Fund	£0	£0	~	£0	£0	~	£0	£0	£1,000	~	£0	£0	~		£0
ePlanning Equipment - SCC Locality Fund	£0	£0	~	£0	£0	~	£0	£0	£0	~	£0	£718	~		£0
Pavilion Regeneration (Architect's fees) - SCC Locality Fund	£0	£0	~	£0	£0	~	£0	£0	£0	~	£0	£2,000	sum tbc		£0
Pavilion Regeneration (Construction costs) - PWLB (rest ex Grants)	£0	£0	~	£0	£0	~	£0	£0	£0	~	£0	£0	~		£60,000
Pavilion Regeneration (Construction costs) - ??? Grant (rest ex Loan)	£0	£0	~	£0	£0	~	£0	£0	£0	~	£0	£0	~		????
Pavilion Regeneration (Structural Survey fees) - SCC Locality Fund	£0	£0	~	£0	£0	~	£0	£0	£0	~	£0	£1,000	~		£0
Tennis Court Reconstruction - PWLB (rest ex Bequest & Grants)	£0	£0	~	£0	£0	~	£0	£15,000	£15,000	~	£0	£0	~		£0
Tennis Court Reconstruction - SCDC Capital Grant (rest ex Bequest & Loan)	£0	£0	~	£0	£0	~	£0	£2,000	£2,000	~	£0	£0	~		£0
Tennis Court Reconstruction - Schlee Bequest (rest ex Grants & Loan)	£0	£0	~	£0	£0	~	£0	£6,187	£6,180	~	£0	£3,042	~		£0
Traffic Survey - SCC Locality Fund (rest ex Reserves)	£0	£0	~	£0	£0	~	£0	£0	????	~	£0	£0	~		????
Total: Project Expenditure funded from External Sources	£0	£0	~	£0	£0	~	£0	£23,187	£24,180	~	£0	£18,335	~		£60,328
Over- / Under-spend on Externally Funded Projects	£0	£0	~	£0	£0	~	£0	£5,187	£6,180	D	£6,180	£328	D		£0

Melton Parosh Council Proposed Budget 2010/2011

2nd Draft Budget 2010/11

NB: Figures for 2006/07 to 2008/09 are in hidden columns - do not delete these, nor redundant expenditure lines!

Income & Expenditure - Finance & RM C'ttee Layout

Total Income: All Sources

Total Expenditure: All Sources

Overall Surplus / Deficit: All Sources

2006/07			2007/08				2008/09				2009/10			2010/11	
Source - Budget: T Brown eMail 14/11/05 Source - Out-turn: Paper FRM(08)P25.03&4			Source - Budget: Paper FRM(08)P25.03 Source - Out-turn: Paper FRM(08)P25.03&4				Source - Budget: Paper MPC(09)P17.01 & File MPCAccounts 2009.xls Source - Out-turn: - File MPC Accounts 2009.xls				Source - Budget: - MPC(09)P240.05 Source - Out-turn: Paper MPC(09)P240.05			Source - 1st Draft: MPC(09)P240.05 Source - 2nd Draft: - TD's 07/12/09	
Budget	Actual Out-turn	Under / Over spend	Budget	Actual Out- turn	Out- turn	Under / Over spend	Budget ¹	Budget ²	Actual Out- turn	Under / Over spend	Budget	Predicted Out-turn	Under / Over spend	1 st Draft Budget	2 nd Draft Budget
£31,600	£30,757		£31,774	£31,077			£40,888	£59,774	£71,913		£49,020	£61,203			£113,768
£36,380	£39,241	X	£35,019	£51,291			£57,467	£65,831	£84,980		£48,782	£75,912			£113,691
-£4,780	-£8,484		-£3,245	-£20,214			-£16,579	-£6,057	-£13,067		£238	-£14,709			£77

Notes:

1 - For performance of duties on behalf of council, not a councillor's allowance.

4 - quoted in letter dated 12 January 2007 to Allan Kitchen (BPR Treasurer) 'enclosing a cheque for £1,000 and a commitment to make a similar contribution in each of the next five financial years'. Previous grant quoted on Budget 2006/07 as '£1,000pa for period of 5 years starting 2003/04, ending 2007/08'.

D - notional surplus in 2008/09 spent on works / capital repayment in 2009/10 & 2010/11.

F - per Full Council 12/11/09.

G - suggested at SALC Training 19/11/09.

Z - these items were transposed on Tony's 25/11/09 spreadsheet.



Accounts for Payment

PV No.	Supplier	Payment Method	Reason	Amount
Transfers				
01-Nov	Barclays Bank plc	Transfer	Monthly Standing Order - Aug	£ 3,000.00
01-Dec	Barclays Bank plc	Transfer	Monthly Standing Order - Aug	£ 3,000.00
				<u>£ 6,000.00</u>
Monthly Costs				
PV10/103	E-On	DirDeb	Pavilion Electricity - October	£ 16.00
PV10/104	Trimico	DirDeb	Monthly Broadband - October	£ 44.02
PV10/113	Clerk	102016	Salary - Month 7	£ 1,103.44
PV10/113	Park Warden	STO	Salary - Month 7	£ 89.48
PV10/114	HMRC	102017	PAYE/NI Month 7	£ 377.17
PV10/117	Lindos Psychotherapy Centre Ltd	102020	Room Hire - October & Photocopying	£ 72.05
PV10/118	Lindos Centre	102021	Room Hire - October	£ 86.25
PV10/122	E-On	DirDeb	Pavilion Electricity - November	£ 16.00
PV10/123	Trimico	DirDeb	Monthly Broadband - November	£ 44.02
PV10/125	SBPM	102026	Set up notice board at Melton Park	£ 164.80
PV10/126	SBPM	STO	Monthly Maintenance - September	£ 837.20
PV10/127	SBPM	STO	Monthly Maintenance - October	£ 837.20
PV10/128	Clerk	102027	Salary - Month 8	£ 1,136.96
PV10/129	Park Warden	STO	Salary - Month 8	£ 89.48
PV10/130	HMRC	102028	PAYE/NI - Month 8	£ 398.81
PV10/136	Lindos Centre	102033	Meeting Room Hire - November	£ 100.63
PV10/137	Lindos Psychotherapy Centre Ltd	102034	Meeting Room Hire - November	£ 108.00
				<u>£ 5,521.51</u>
Quarterly Charges				
PV10/112	BT	DirDeb	Office Telephone account	£ 61.39
				<u>£ 61.39</u>
Six monthly Charges				
PV10/105	PWL B	DirDeb	1/2 Yearly Principal & Interest Loan Repayment	£ 1,077.65
				<u>£ 1,077.65</u>
Annual/One Off Charges				
PV10/106	SBPM	102011	Materials	£ 277.38
PV10/107	SBPM	102011	Materials	£ 72.11
PV10/108	SALC	102012	Power of Well Bring Course - Cllr Sherwen	£ 17.25
PV10/109	Viking Direct	102013	Ink Cartridges	£ 58.04
PV10/110	Glasdon	102014	Replacement glazing for Bredfield Rd Notice Board	£ 80.51
PV10/111	SBPM	102015	Fit replacement locks for Burness Notice Board	£ 45.43
PV10/115	Glasdon	102018	Grit Bin for Melton Park	£ 136.27
PV10/116	EFM	102019	All weather footpath on playing field	£ 9,286.25
PV10/119	Viking Direct	102022	Replacement monitor	£ 117.27
PV10/120	Viking Direct	102023	Cartridges	£ 69.76
PV10/121	Greenbarnes Ltd	102024	Additional Keys for Notice Board at Melton Park	£ 14.68
PV10/124	Archant	102025	Tender Advert as per standing orders	£ 29.76
PV10/131	SLCC	102027	Annual subscription - Clerk	£ 135.00

Accounts for Payment

PV No.	Supplier	Payment Method	Reason	Amount
PV10/132	Hudson Electrical	102030	Lights to footpath	£ 1,903.25
PV10/133	SALC	102031	Bespoke Training for Councillors	£ 230.00
PV10/134	SBPM	102032	Erect notice board at school	£ 119.44
PV10/135	SBPM	102032	Board up vandalised windows & replace	£ 240.55
				£ 12,832.95
Grand Total				£ 25,493.50

The Lindos Centre Saddlemakers Lane Melton Woodbridge IP12 1PP
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