



## Studley Parish Council Minutes of Finance Committee meeting 13<sup>th</sup> December 2021, 10.30am Council chamber, Studley Village Hall

**Committee members present** Cllrs A Smith (Chairman), J Beard (vice-Chairman),  
D Collett, M Osborne, C Summers

**...and not present** (All committee members present)

**In attendance** County Councillor for Studley Division, Justin Kerridge  
Gill Lungley, Clerk/RFO; Liza Rose, Administration Officer

**Min F089** **Agenda item 1 – Welcome from the Chairman**  
The Chairman welcomed everyone to the meeting.

**Min F090** **Agenda item 2 - Apologies**  
All committee members were present.

**Min F091** **Agenda item 3 - Declarations of Interest**  
Cllr A Smith declared an interest as the contractor for gas engineering works to the bungalow.

**Min F092** **Agenda item 4 - Grant of dispensation following DPI / ORI declaration**  
None requested.

**Min F093** **Agenda item 5 - Public Forum**  
Justin Kerridge spoke of the proposal to appoint a youth worker for Studley, working one day per week under the direction of the parish council, and of meeting with MP for Stratford-upon-Avon Nadhim Zahawi to discuss the desire to reuse the Studley Youth building for local community use.  
JK explained funding of £5,000 has been applied for by a small group of residents, councillors and church workers with the aim of asking the parish council to be the organising body to accept the funds and manage the youth worker. The reasons for seeking funding were to:

1. Reduce Anti-Social Behaviour
2. Prevent alcohol abuse
3. Reduce and support those admitted to hospital for alcohol issues
4. Prevent blade abuse
5. Prevent county lines and child exploitation.

The funds would cover the wage for a year, some transport costs and administration. The youth worker would not be confined to working within a building but would work out in the community.

**Min F094** **Agenda item 6 - Approval of draft minutes from previous meeting**

**RESOLVED** to approve the minutes of the committee meeting held 28/10/2021 as a true record of proceedings.

**Min F095      Agenda item 7 – Updates from the Clerk/RFO**

- a) Landlord responsibilities for the bungalow and village hall  
Cllr Smith reported he had been contracted to replace the gas fire, fit a fire guard, service the boiler and provide the gas safety certificate at the bungalow to the lettings agent on the parish council's behalf.  
Members were asked whether to continue to make use of the services of a lettings agent, which is paid 10% of the lettings fee each month.
- It was noted the bungalow lounge and dining-room carpet, which has no underlay, needs to be replaced and quotes would be sourced.
- Insurance responsibilities were agreed for action for both the bungalow and village hall and a meeting is to be arranged with the village hall committee.
- b) Playground inspection costs and contract arrangements  
It was noted that the play equipment should be professionally checked quarterly and visually checked by others on a weekly basis. Cllr M Osborne offered to carry out the weekly check and a check sheet would be prepared for this. Quotes for the professional checks would be sourced.
- c) Use of council chamber by others  
The village hall manager asked to make use of the council chamber for the arts group on a Monday evening whilst the NHS vaccination programme was making use of rooms 1 and 2. This use was agreed but no hire charges were agreed. Since the village hall would be receiving the hire charge for the room from both the parish council and the arts group then it was thought appropriate to reclaim some of the hire fee from the village hall and an invoice would be issued.
- d) Financial year-end support arrangements  
It was noted that Rialtas Business Systems (RBS) were providing a three-year agreement for the year-end support; this was supported.

**Min F096      Agenda item 8  
Review of budget to 30/11/2021 and preparation of 2022/23 budget.**

Members received a copy of the budget to 30/11/2021, attached pp35 - 38.  
It was agreed to provide an explanation of the budget on the website.

Additional costs for 2022/23:

- i. The appointment of a youth worker would be incorporated via the council's crime prevention responsibilities under the Local Government and Rating Act 1997, s31 and Local Government Act 1972, s111.
- ii. The youth building, if bid to purchase is successful, will incur ongoing insurance, maintenance and refurbishment costs.
- iii. If the ATC building is handed over to the parish council, then similar costs for insurance, maintenance and repair.
- iv. Tree survey and other environmental improvements.

Funding support is available - the Local Network Group has provided links.

It was agreed to recommend to the full council that it sets a balanced budget of £249,607 for 2022/23, to include use of £9,245 from the general reserve.

This identified the precept as £195,365 which is an increase on last year of £9,303, or 5%. At the time of meeting the council tax base figure for 2022/23 had not yet been announced so it was not possible to identify the impact on the Studley council taxpayers.

**Min F097      Agenda item 9 – To continue business remaining from previous meeting**

- a) **Review of Governance Action Plan**  
The Governance Action Plan was updated.
- b) **Risk Management Policy**  
To be circulated to members for approval
- c) **Investment Policy Review**  
The revised Investment Policy was agreed.

**Min F098      Agenda item 10 – To note and suggest items for the next agenda**

- a) To review the council's assets
- b) To review the council's contracts

**Min F099      Agenda item 11 - Date and time of next Finance Committee meeting**

The next scheduled meeting is 27/01/2022

This meeting ended at 12.37pm.

Signed ..... Date.....  
Chairman, Finance Committee

**STUDLEY PARISH COUNCIL BUDGET PREPARATION FOR 2022/23**

cost centre	Area of activity / overhead	Last year		this year to 30/11/2021		next year budget	notes
		budget	actual	budget	actual		
<b>101</b>	<b>BURIAL GROUND INCOME</b>						
1100	Burial Fees	13,850	16,600	13,780	15,740	20,000	1
1101	Grave digger fees	2,500	3,935	2,500	750	3,000	2
1102	Memorial fees				620	500	3
1409	General maintenance reimbursement				73	-	4
	<b>overhead 101 income</b>	<b>16,350</b>	<b>20,535</b>	<b>16,280</b>	<b>17,183</b>	<b>23,500</b>	
	<b>BURIAL GROUND EXPENDITURE</b>						
4100	Grass cutting	5,500	5,025	5,250	4,275	5,500	5
4106	Burial ground expenditure (inc legal)	-	-	-	2,308	1,000	6
4107	Grave digger fees	2,500	3,830	2,500	1,025	3,000	7
4110	Rates	1,240	1,245	1,420	1,058	1,400	8
4115	Skips	2,520	2,298	2,520	1,036	2,000	9
4200	Subscriptions	90	95	90	95	100	10
4201	Refund fees / payments	-	5	-	-	-	11
4205	General maintenance eg trees, hedges	4,500	4,527	4,500	190	5,000	12
	<b>overhead 101 expenditure</b>	<b>16,350</b>	<b>17,025</b>	<b>16,280</b>	<b>9,987</b>	<b>18,000</b>	
	<b>net income over expenditure</b>	<b>-</b>	<b>3,510</b>	<b>-</b>	<b>7,196</b>	<b>5,500</b>	
<b>201</b>	<b>ALLOTMENTS INCOME</b>						
1200	Allotment rents	2,250	5,780	3,500	2,859	3,000	13
1205	Wayleave income	100	108	100	109	100	14
1215	Allotment holders' association subscriptions	255	263	350	243	350	15
1409	Reimbursement general maintenance	-	4,000	-	-	-	16
	<b>overhead 201 income</b>	<b>2,605</b>	<b>10,151</b>	<b>3,950</b>	<b>3,211</b>	<b>3,450</b>	
	<b>ALLOTMENTS EXPENDITURE</b>						
4200	Subscriptions	255	255	350	-	350	17
4204	Allotment grant	-	145	-	-	500	18
4205	General Maintenance	2,000	7,361	2,250	622	2,000	19
4210	Water charges	800	1,049	1,000	257	1,000	20
4215	Allotment rental SDC	350	-	350	-	350	21
4230	Hedge cutting	200	85	200	-	250	22
	<b>overhead 201 expenditure</b>	<b>3,605</b>	<b>8,895</b>	<b>4,150</b>	<b>879</b>	<b>4,450</b>	
	<b>net income over expenditure</b>	<b>- 1,000</b>	<b>1,256</b>	<b>- 200</b>	<b>2,332</b>	<b>- 1,000</b>	
<b>301</b>	<b>STREET LIGHTING INCOME</b>						
1305	Christmas lights	-	2,448	-	-	1,500	23
	<b>overhead 301 income</b>	<b>-</b>	<b>2,448</b>	<b>-</b>	<b>-</b>	<b>1,500</b>	
	<b>STREET LIGHTING EXPENDITURE</b>						
4205	General maintenance	5,600	5,539	5,900	3,231	6,000	24
4300	Energy	15,000	12,438	15,000	8,527	15,000	25
4305	Christmas lights	-	2,428	-	-	3,000	26
4310	Replacement lighting	9,400	5,657	9,100	1,149	10,000	27
	<b>overhead 301 expenditure</b>	<b>30,000</b>	<b>26,062</b>	<b>30,000</b>	<b>12,907</b>	<b>34,000</b>	
	<b>net income over expenditure</b>	<b>- 30,000</b>	<b>- 23,614</b>	<b>- 30,000</b>	<b>- 12,907</b>	<b>- 32,500</b>	
<b>401</b>	<b>RECREATION, OPEN SPACES INCOME</b>						
1405	Hire of recreation ground	-	-	-	100	-	28
	<b>overhead 401 income</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100</b>	<b>-</b>	

<b>RECREATION, OPEN SPACES EXPENDITURE</b>							
4100	Grass cutting	4,200	5,339	4,200	4,890	5,500	29
4105	Trees	2,000	63	2,000	-	3,000	30
4115	Skips	-	232	-	486	1,000	31
4205	General maintenance	5,000	1,300	5,000	245	5,000	32
4206	Inspection fee	150	130	150	150	150	33
4400	Litter picking	5,630	5,632	5,800	3,102	6,000	34
4410	Equipment	-	40	6,000	185	6,000	35
4415	Public open space	3,852	916	4,000	95	1,000	36
4420	Play area refurb and repairs	-	20	-	440	500	37
4421	Skate park	1,000	30	1,000	890	1,000	38
4425	Benches	1,000	-	1,000	-	1,000	39
4426	Bins and bin maintenance	570	559	570	817	1,000	40
	<b>overhead 401 expenditure</b>	<b>23,402</b>	<b>14,261</b>	<b>29,720</b>	<b>11,300</b>	<b>31,150</b>	
	<b>net income over expenditure</b>	<b>- 23,402</b>	<b>- 14,261</b>	<b>- 29,720</b>	<b>- 11,200</b>	<b>- 31,150</b>	

		Last year		this year to 30/11/2021		next year budget	notes
		budget	actual	budget	actual		
<b>501</b>	<b>GRANTS, NON-S137 EXPENDITURE</b>						
4500	Grants non-s137	-	-	11,500	3,520	12,000	41
	<b>overhead 501 expenditure</b>	<b>-</b>	<b>-</b>	<b>11,500</b>	<b>3,520</b>	<b>12,000</b>	
		Last year		this year to 30/11/2021		next year budget	notes
		budget	actual	budget	actual		
<b>601</b>	<b>OFFICE RENTAL AND OVERHEADS INCOME</b>						
1415	Income rental and expenses	-	748	-	-	-	42
	<b>overhead 601 income</b>	<b>-</b>	<b>748</b>	<b>-</b>	<b>-</b>	<b>-</b>	
	<b>OFFICE RENTAL AND OVERHEADS EXPENDITURE</b>						
4410	Equipment	5,000	2,191	4,154	-	5,000	43
4600	Office rental and overheads	4,000	1,990	4,200	4,175	4,000	44
4601	Library rental	-	-	-	5,100	5,000	45
	<b>overhead 601 expenditure</b>	<b>9,000</b>	<b>4,181</b>	<b>8,354</b>	<b>9,275</b>	<b>14,000</b>	
	<b>net income over expenditure</b>	<b>- 9,000</b>	<b>- 3,433</b>	<b>- 8,354</b>	<b>- 9,275</b>	<b>- 14,000</b>	
		Last year		this year to 30/11/2021		next year budget	notes
		budget	actual	budget	actual		
<b>701</b>	<b>SALARY, NI, PAYE &amp; PENSION EXPENDITURE</b>						
4700	Salaries NET	66,900	35,192	42,300	41,683	45,500	46
4701	Pension - staff contributions		3,381	4,000	2,537	3,000	47
4702	Pension - employer contributions		9,458	10,000	8,622	11,000	48
4705	NI - staff		7,403	7,500	5,140	4,500	49
4706	NI - employer		-		2,592	5,000	50
4710	PAYE		5,669	6,000	6,693	6,000	51
	<b>overhead 701 expenditure</b>	<b>66,900</b>	<b>61,103</b>	<b>69,800</b>	<b>67,267</b>	<b>75,000</b>	
		Last year		this year to 30/11/2021		next year budget	notes
		budget	actual	budget	actual		
<b>803</b>	<b>GENERAL MAINTENANCE EXPENDITURE</b>						
4316	CCTV SDC towns contribution	-	-	-	5,954	6,000	104
	<b>overhead 803 expenditure</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>5,954</b>	<b>6,000</b>	
<b>901</b>	<b>S137 GRANTS EXPENDITURE</b>						
4900	S137 Grants (limit 2021/22 = £38,963.53)	11,600	10,400	600	-	600	105
	<b>overhead 901 expenditure</b>	<b>11,600</b>	<b>10,400</b>	<b>600</b>	<b>-</b>	<b>600</b>	

801	GENERAL ADMINISTRATION INCOME	Last year		this year to 30/11/2021		next year budget	notes
		budget	actual	budget	actual		
1076	Precept	180,700	180,700	186,062	186,062	195,365	52
1085	Sports and Recreation Trust	-	6,125	-	-	-	53
1212	Grant received (NDO)	-	49,915	-	-	-	54
1412	Reimbursement of general maintenance	-	77	-	190	-	55
1414	Refund	-	500	-	-	-	56
1416	Loan repayments (SS&SC)	-	3,489	-	3,327	4,867	57
1550	Telecom income (WCC for library)	500	500	500	-	500	58
1551	Insurance income	-	1,679	-	-	-	59
1555	Bulky waste reimbursement	465	296	465	-	-	60
1556	Bulky waste permits	-	50	-	20	-	61
1800	ATC lease	-	450	-	-	-	62
1801	Rental from leases	30	10	30	-	-	63
1802	Rental from SS&SC	12,599	6,863	12,414	-	-	64
1803	Rental income - bungalow	-	4,083	-	7,280	9,180	65
1805	PWLB loan	-	-	-	-	-	66
1810	Bank interest	2,800	2,776	2,800	1,787	2,000	67
1909	Donations	-	168	-	-	-	68
1915	Fundraising	-	-	-	84	-	69
1927	Civic income	-	-	-	20	-	70
1950	VAT refund	-	-	-	13,521	-	71
4905	CIL and s106 funds	-	-	-	10,343	-	72
	<b>overhead 801 income</b>	<b>197,094</b>	<b>257,681</b>	<b>202,271</b>	<b>222,634</b>	<b>211,912</b>	
	<b>GENERAL ADMINISTRATION EXPENDITURE</b>						
4200	Subscriptions	1,600	1,698	1,700	-	2,000	73
4205	General maintenance	1,000	739	1,742	-	1,500	74
4603	Legal fees and expenses	-	325	-	350	4,000	75
4605	Sundry expenses	2	2,180	-	3,198	2,000	76
4606	Newsletter costs	4,350	2,475	4,400	-	2,500	77
4609	Water and sanitation	-	82	-	130	150	78
4620	Website and emails	600	620	600	1,326	1,750	79
4625	Photocopier	1,400	1,550	1,400	846	1,500	80
4650	Telephone and internet	2,890	2,640	2,890	945	1,600	81
4655	Stationery	900	174	900	586	800	82
4656	Postage	351	202	351	170	300	83
4715	Travel expenses	-	27	-	-	100	84
4810	Audit fee	1,500	1,184	1,600	1,200	1,500	85
4815	Insurance	2,350	2,746	2,450	2,241	3,000	86
4817	HR Services and payroll	-	1,679	-	2,889	2,500	87
4825	Training fees	1,000	1,160	1,000	340	2,000	88
4830	Elections	3,500	-	3,500	-	3,500	89
4839	Bungalow inc management fee	-	1,395	-	1,323	1,500	90
4840	SS&SC	3,000	6,789	3,000	-	-	91
4845	Library excluding rent	500	465	500	110	500	92
4856	Bulky waste collection	5,800	3,940	5,800	1,413	6,000	93
4857	In-house CCTV and maintenance	6,000	5,954	6,000	-	500	94
4872	Chairman's charity	-	2,000	-	-	-	95
4874	Neighbourhood Plan	4,000	-	-	-	-	96
4875	Civic events	1,850	-	1,850	104	500	97
4876	Other events	-	-	-	500	2,000	98
4877	NDO Grant	-	21,030	-	16,670	-	99
4881	Refreshments	-	-	-	169	500	100
4890	PWLB loan capital	10,333	10,333	10,333	10,333	10,333	101
4891	PWLB loan interest	2,266	2,258	2,081	2,066	1,874	102
4902	Chairmans charity donations	-	2,086	-	-	-	103
	<b>overhead 801 expenditure</b>	<b>55,192</b>	<b>75,731</b>	<b>52,097</b>	<b>46,909</b>	<b>54,407</b>	
	<b>net income over expenditure</b>	<b>141,902</b>	<b>181,950</b>	<b>150,174</b>	<b>175,725</b>	<b>157,505</b>	

		Last year		this year to 30/11/2021		next year budget	notes
		budget	actual	budget	actual		
	<b>Total budget income</b>	216,049	291,563	222,501	243,128	240,362	106
	<b>Expenditure</b>	216,049	217,658	222,501	167,998	249,607	107
	<b>Net income over expenditure</b>	-	73,905	-	75,130	- 9,245	108
	<b>plus transfer from EMR</b>	-	25,748	-	13,270	-	
	<b>less transfer to EMR</b>				691	-	
	<b>Movement to/(from) General Reserve</b>	-	99,653	-	87,709	- 9,245	