

**FINDON PARISH COUNCIL
34 NORMANDY LANE
EAST PRESTON VILLAGE
WEST SUSSEX BN16 1LY**

TO: ALL MEMBERS OF THE COUNCIL

You are hereby summoned to attend the meeting of Findon Parish Council (FPC) to be held on **Thursday 20 January 2022 at 8.30pm in Findon Village Hall** for the purpose of transacting the following business.

THIS IS AN OPEN MEETING AND MEMBERS OF THE PUBLIC ARE WELCOME TO ATTEND

If a member of the public wishes to comment in relation to any business to be transacted and would prefer not to physically attend, please can they email their comments to the Clerk no later than 4pm on Wednesday 19 January 2022 clerk@findparishcouncil.gov.uk.

**Miss Fiona MacLeod
Clerk to the Parish Council
14/1/2022**

AGENDA

22.01 TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE

22.02 CHAIRMAN'S ANNOUNCEMENTS

22.03 DECLARATIONS OF INTEREST ON ITEMS ON THE AGENDA

Members and Officers are reminded to make any declarations of personal and/or prejudicial/pecuniary interests they may have in relation to items on this Agenda.

The interest should be declared by stating:

- a) the item you have the interest in
- b) whether it is a personal interest and the nature of the interest
- c) whether it is also a prejudicial/pecuniary interest
- d) if it is a prejudicial/pecuniary interest, whether you will be exercising your right to speak under Public Question Time

Members and Officers will then need to re-declare any prejudicial/pecuniary interest at the commencement of the item or when the interest becomes apparent.

22.04 TO SIGN AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD 6/12/2021

22.05 PUBLIC QUESTION TIME OF UP TO FIFTEEN MINUTES

The Question Time is the only opportunity for the public to address the meeting, make representations, answer questions and give evidence in respect of any item within the remit of the Council, and not limited to matters of the agenda for that meeting. (Standing Order 1d). Where it is not possible to give immediate answers, the answers will be given at the next Meeting or, if preferred, sent direct to the questioner.

22.06 PRECEPT/BUDGET FOR 2022/23

To approve the Findon Parish Council precept/budget.

Report to	Findon Parish Council
Meeting Date	20 January 2022
From	Fiona MacLeod, Clerk
Title of Report	Precept/budget for 2022/23
Purpose of Report	To consider and approve the precept/budget for 2022/23

1. Precept/budget proposals

- 1.1 A discussion of the draft working documents was undertaken by members of the Finance & Governance (F&G) Committee at its meeting on 23 November 2021. Further refinement has since taken place and the updated Budget/Precept and Summary Position documents for consideration and approval by Findon Parish Council (FPC) on 20 January 2022 are attached as Appendices 1 and 2 to this report and include comments/assumptions for ease of reference. The documents have been compiled by the Clerk in consultation with councillors and are based on the previous years budgeted expenditure, and the current and projected expenditure up to year end (31 March 2022).
- 1.2 Consideration in the proposed budget/precept calculations has been given to whether a precept amount should be included for the 2022/23 figures to cover any Public Works Loan (PWL) borrowing should FPC apply for a Loan regarding the completion of the Findon Village Hall extension. It was felt that, as this was still in the investigation/due diligence stage and subject to receiving positive consultation results from the village, that an amount be allocated in FPC Reserves again rather than the Precept for the 2022/23 financial year.
- 1.3 Due to COVID 19 restrictions and lockdowns, it has not been possible for FPC to spend as much as planned again against every budget line or initiative. In the circumstances, FPC may wish to consider to not increase the precept from £47k for 2022/23
- 1.4 The precept for 2021/22 is £48.16pa per Band D household based on a tax base of 976 households. Arun District Council (ADC) has calculated that the tax base for 2022/23 is 978. ADC use a report from its Revenues system that lists all the dwellings at that particular point in time on the valuation list. The report provides a tax base figure which is then adjusted for any new dwellings in the pipeline and it can also increase/decrease due to changes in discounts, reliefs or exemptions. In addition, the final figures are based on Band D equivalents and therefore numbers may look lower if houses are in Bands A-C rather than D-H.
- 1.5 Using the ADC tax base of 978 and based on the precept remaining at £47k, my understanding is that this would equate to a reduction of £0.10pa on the local charge for Band D equivalent.
- 1.6 In a letter to all parish councils, ADC requested confirmation of the parish council's precept requirement to be received by them no later than 28 January 2022, which is earlier than in previous years, hence the one-off precept-setting FPC meeting on 20 January 2022.

2. For approval by full Council

- 2.1 That the Precept/budget table and Summary Position detailed in Appendices 1 and 2 of the report be approved.

2.2 That a precept requirement of £47k for 2022/23 be sent to Arun District Council by 28 January 2022.

Cost	Precept 2021/22	Projected Costs 2021/22 # partial COVID restrictions in place	Proposed Figures 2022/23	Comments and Assumptions
Administration				
Insurance	£1,800.00	£1,804.00	£2,000.00	3 year fixed premium from Sept 2020 and assuming no new FPC assets
Cllr Expenses	£75.00	£75.00	£75.00	provision for travel costs re meetings etc
Chairman allowance	£150.00	£150.00	£150.00	eg costs towards Annual Parish Meeting
SALC/NALC/PoL Subscriptions	£700.00	£727.00	£800.00	
Training courses	£500.00	£200.00	£750.00	assume face to face training resumes
Audit fees	£750.00	£660.00	£750.00	
Clerks salary, tax	£12,000.00	£12,000.00	£14,000.00	National pay reviews pending, FPC pay review pending
Clerks expenses	£450.00	£378.00	£450.00	no increase
Clrks storage	£300.00	£275.00	£300.00	no increase
Gen Admin Expns	£350.00	£500.00	£400.00	includes all cartridges, stamps, paper, other office supplies etc (new printer 2021 £132.00)
BT Services	£1,000.00	£1,160.00	£1,200.00	allowing for any increase in charges
Electrical supply	£300.00	£386.00	£400.00	allowing for any increase in charges
Web site, Teams, Parish on Line	£3,200.00	£4,231.00	£3,500.00	ongoing web site management, IT Support incl GDPR, licences, emails, Parish on Line (includes PoL implementation 2021)
room hire	£450.00	£800.00	£800.00	assuming face to face meetings continue. Face to face meeting restarted May 2021.
Local Housing Needs Survey	£3,000.00	£0.00	£0.00	No longer required
Legal costs/professional fees	£1,000.00	£1,011.00	£1,500.00	Professional fees for PWL activities. See also amount in Reserves.
Sub TOTALS	£26,025.00	£24,357.00	£27,075.00	
Open Spaces				
Well railings	£500.00		£0.00	

For consideration and approval by Findon Parish Council 20 January 2022.

Grass cuts NG/verges	£7,500.00	£7,000.00	£7,000.00	Include 10 x cuts each for Pond Green and rear of Village Hall @ £50 each per cut, 7 x cuts of non A24 grass verges @£400 per cut, and Nepcote Green as required @£250 per cut.
Winter Maintenance	£3,000.00	£3,000.00	£3,000.00	variable costs dependent on weather
Traffic and Speeding	£1,000.00	£1,293.00	£2,000.00	FPC Working Group/Traffic, Environment, People (TEP) Phase 2
volunteer equipment	£500.00	£400.00	£500.00	purchase/lease
Community Resilience	£250.00	£0.00	£250.00	Initiative expected to restart 2022/23
gully and drains clearance	£3,000.00	£0.00	£0.00	assume working with Drainline and no contribution from WSCC
Nepcote Green Pond	£0.00	£200.00	£1,500.00	restoration project with SDNPA
General incl mower, OS equip maint	£1,300.00	£2,932.00	£2,000.00	additional equipment purchased
Sub TOTALS	£17,050.00	£14,825.00	£16,250.00	
Grants				
St John the Baptist Clock maintenance	£200.00	£200.00	£200.00	awaiting annual service invoice
School PTA	£500.00	£750.00	£500.00	
Friends of SJTB Church	£700.00	£0.00	£700.00	will apply again financial year 2022/23
Pre-School	£1,500.00	£1,300.00	£1,500.00	
Findon Village Hall Trust	£500.00	£1,000.00	£500.00	grant towards fencing 2021
Swimming Pool	£500.00	£750.00	£500.00	
Xmas lighting	£400.00	£520.00	£400.00	
St John the Baptist Church PCC	£0.00	£0.00	£0.00	
Village football club	£250.00	£0.00	£100.00	
Lambstails	£100.00	£0.00	£100.00	
Sub TOTALS	£4,650.00	£4,520.00	£4,500.00	
	£47,725.00	£43,702.00	£47,825.00	
Total	£47,725.00	£43,702.00	£47,825.00	2022/23 draft precept £47000.00

For consideration and approval by Findon Parish Council 20 January 2022.

Financial Year 2022/23

Agenda item 22.06 App 2 summary position

Summary Position

Opening Balance April 2021	£52,808.97	CA & DA
precept rec'd	£47,000.00	
gross total	£99,808.97	
Less expected expenditure 2021/22	£47,861.00	
Less expected funded project expenditure 2021/22	£0.00	assumes no expenditure on Homewood Play Area regeneration this financial year #
net total	£51,947.97	
Estimated Receipts 2021/22 excl precept	£14,500.00	incl VAT reclaim amount
Project grants received 2021/22	£3,672.00	SDNPA CIL award #
Estimated Balance 31/03/22	£70,119.97	
Expenditure precept budget for year 2021/22	£40,502.00	from precept table
net total 2021/22	£29,617.97	
Reserves C/F		
Pre School building maintenance (external)	£2,500.00	
Tree Fund and tree management	£1,000.00	
Allotments	£450.00	
Parking and Speeding Working Group/TEP future costs	£1,000.00	in collaboration with WSCC/SDNPA
Nepcote Green pond restoration	£3,000.00	excludes potential grant funding opportunities e.g SDNPA
Wattle House revaluation/maintenance	£3,000.00	
Contingency for PWL repayment	£4,000.00	
PWL professional services	£10,000.00	
post COVID Strategic Plan projects (tbc)	£4,000.00	
	£28,950.00	
April 2022 estimated CA starting balance	£667.97	
Precept required	£47,000.00	

SDNPA CIL award £31.5k to be available for Homewood Play Area regeneration until November 2022

WSCC - West Sussex County Council; SDNPA - South Downs National Park Authority; CIL - Community Infrastructure Levy; TEP - Traffic, Environment and People project

PWL - Public Works Loan

FPC elections due in May 2023 and provision of £3k will need to be included in 2023/24 reserves

For consideration and approval by Findon Parish Council on 20 January 2022