

## **MUCH HADHAM PARISH COUNCIL**

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Notice is hereby given that the Much Hadham Parish Council meeting will be held on Tuesday, **1 November 2016**, in the **Green Tye Mission Hall** at 7:30 pm, for the purpose of transacting the business set out in the Agenda below, and you are hereby summoned to attend.

*FMForth*

Fiona Forth, Clerk of the Council

26 October 2016

### **A G E N D A**

1. Apologies for absence.
2. Declarations of interest.
3. Notifications of Urgent Business.
4. Chairman's announcements.
5. Minutes of the meeting held on 4 October 2016.
6. Reports on outstanding matters.
7. To receive members' reports:
  - (i) Community - Sports Association and Village Hall  
To consider what, if any, remedial action is required in respect of the woodworm in the Pavilion  
To consider the installation of a dog litter bin at the Village Hall
  - (ii) Environment (inc Public Rights of Way)
  - (iii) Highways
  - (iv) Media
  - (v) Neighbourhood Plan
  - (vi) Security - Defibrillator
  - (vii) Other
8. Councillor's resolution.

*Much Hadham Parish Council reaffirm absolutely their continued support for the full aims and objectives of the Stop Harlow North Association, also supported by the overwhelming majority of Much Hadham Parishioners as published within Much Hadham Parish Plan.*
9. To receive reports from County and District Councillors.
10. Residents' comments.
11. Planning:

To receive minutes of the Planning Committee.

12. Financial
  - (i) Payment of Accounts  
To authorise for payment the accounts as detailed below
  - (ii) Financial Statement  
To receive the current financial position, expected outturn and forward financial plan
13. Press and Media Policy  
To adopt Press and Media Policy
14. Urgent Business
15. Clerk's information
16. Confirmation of date of next meeting – **Monday 5 December** 2016 – Much Hadham Village Hall

Chq	Payable to	For	Amount
706	MH Village Hall	Insurance	1,076.50
707	BA Affinity Water	Water bill	19.54
708	BA MH Landscapes Ltd	Church yard maintenance Apr-Jun 16	540.00
709	Eon	War Memorial Lighting	43.76
710	HAPTC	Chairmanship training & Councillor Training	175.00
711	BA EG Brett Ltd	Burial ground maintenance	478.00
712	Penny Taylor	Website costs	101.82
713	FM Forth	Clerks expenses Invoice 3 (Stationery)	22.00

# MUCH HADHAM PARISH COUNCIL

YEAR ENDED 31 MARCH 2017

## SUMMARY FINANCIAL POSITION AS AT 1 NOVEMBER 2016

	Parish Council £	Burial Authority £	Total £
Opening balance - 1 April 2016	24,380.45	12,000.94	36,381.39
Income	50,448.44	1,140.00	51,588.44
Expenditure	- 23,132.86	- 1,814.75	- 24,947.61
Closing balance	<u>51,696.03</u>	<u>11,326.19</u>	<u>63,022.22</u>

### FUND BALANCES

Barclays Bank Business Reserve Account		47.46
Nat West Reserve Account		28,459.06
Nat West Current Account	40,516.83	
Add: Outstanding deposits	-	
Less: Unpresented cheques	<u>-6,001.13</u>	34,515.70
<b>Total Fund Balances</b>		<u><b>63,022.22</b></u>

Note: the following items are included in the Total Fund Balances:

(1) Earmarked for Neighbourhood Plan (balance)	8,115.69
(2) Section 106 receipts	12,810.00
	<u><b>20,925.69</b></u>

# MUCH HADHAM PARISH COUNCIL

## YEAR ENDED 31 MARCH 2017

### BUDGET TO ACTUAL COMPARISON AS AT 1 NOVEMBER 2016

(Parish Council only)	FULL YEAR	YEAR TO DATE	COMMENT
	2017	2017	
	BUDGET	ACTUAL	
	£	£	
<b>INCOME</b>			
Precept	36,770.00	36,770.00	
Litter Agency	3,820.00	3,820.96	
New Homes Bonus	3,200.00	6,420.00	Whilst budget exceeded, bonus is in line with EHC correspondence
Pavilion income		1,165.00	
Grant		300.00	For Queen's birthday
Donation		500.00	From Henry Moore Foundation for Queen's birthday
Other		259.61	Bank compensation (£250), interest and wayleave
VAT reclaimed		1,212.87	To date, this relates to 2015/16 financial year
<b>TOTAL INCOME</b>	<b>43,790.00</b>	<b>50,448.44</b>	
<b>EXPENDITURE</b>			
Staff costs	7,550.00	2,495.32	
PWLB loan repayment	5,000.00	2,693.73	
Administration costs	2,790.00	2,132.88	
Insurance (including share of Village Hall, Pavilion, Bowls Pavilion & Equipment store)	3,550.00	2,527.76	
Audit fees	680.00	830.00	Budget for external audit fee set too low
Election expenses	2,500.00	-	
Maintenance of open spaces	3,160.00	1,556.50	
Litter Agency	4,010.00	2,338.00	
War memorial (lighting and maintenance)	600.00	60.87	
Street lighting (energy and maintenance)	1,700.00	-	Annual charge at year end
Pavilion (running expenses and maintenance)	1,000.00	1,878.82	Budget does not include costs relate to running the Pavilion e.g. cleaning, electricity
General maintenance	250.00	455.00	Perry Green notice board repair not included in bud
Grants and donations (other than Sports Association)	1,000.00	-	
Contingency	10,000.00	-	If unused, to be retained for reserves
Queen's 90th birthday		800.00	Matched by grant and donation received
Neighbourhood Plan		1,046.32	Out of earmarked reserve
Pavilion refurbishment (capital)		2,857.00	5% contract retention was held for 6 months
VAT		1,460.66	Will be fully recovered at year end
<b>TOTAL EXPENDITURE</b>	<b>43,790.00</b>	<b>23,132.86</b>	

# MUCH HADHAM PARISH COUNCIL

YEAR ENDED 31 MARCH 2017

NEIGHBOURHOOD PLAN FUND AS AT 1 NOVEMBER 2016

Year	Chq	Payable to	For	Amount (net) £	Balance £
			Opening balance		10,000.00
2015/16	568	Cllr Hunt	Stationery & hall hire	109.50	9,890.50
2015/16	595	Cllr Hunt	Printing (maps & locality booklet) & promotional pens	262.49	9,628.01
2015/16	616	MH Village Hall	Hire of hall	36.00	9,592.01
2015/16	627	Design & Print	Questionnaire	235.00	9,357.01
2015/16	632	HAPTC	Delegate fee	180.00	9,177.01
2015/16	Adj	Notified by Lynne Mills	Hire of pavilion	15.00	9,162.01
2016/17	655	MH Bowling Club	Meeting	45.00	9,117.01
2016/17	677	Cllr Hunt	Website/printing/hall hire	133.40	8,983.61
2016/17	678	Ken Howlett	Banners	140.00	8,843.61
2016/17	679	Lynne Mills	Consultation event materials	308.95	8,534.66
2016/17	699	Cllr Hunt	Website/surveys/printing	287.97	8,246.69
2016/17	700	Lynne Mills	Printing	101.00	8,145.69
2016/17	Adj	Notified by Lynne Mills	Hire of Pavilion	30.00	8,115.69

# MUCH HADHAM PARISH COUNCIL

## FORWARD FINANCIAL PLAN 2017/18 TO 2021/22

ASSUMING PRECEPT REMAINS AT  
£36,770.00 EACH YEAR.  
EXPENDITURE AT CURRENT PRICES -  
NO INFLATION ADJUSTMENTS

	2015/16 ACTUAL £	2016/17 EXPECTED £	2017/18 BUDGET £	2018/19 BUDGET £	2019/20 BUDGET £	2020/21 BUDGET £	2021/22 BUDGET £
<b>INCOME</b>							
Precept	25,620.00	36,770.00	36,770.00	36,770.00	36,770.00	36,770.00	36,770.00
Litter Agency	3,820.96	3,820.96	3,820.00	3,820.00	3,820.00	3,820.00	3,820.00
New Homes Bonus	4,758.00	6,420.00	3,223.00	3,223.00	1,662.00	-	-
Pavilion income	1,086.00	1,165.00	500.00	500.00	500.00	500.00	500.00
Grant	-	300.00	-	-	-	-	-
Donation	1,150.00	500.00	-	-	-	-	-
Other	13.78	268.79	19.00	19.00	19.00	19.00	19.00
Pavilion refurbishment donations	12,738.02	-	-	-	-	-	-
PWLB Loan	80,000.00	-	-	-	-	-	-
Section 106 monies	12,810.00	-	-	-	-	-	-
VAT reclaimed	27,289.70	1,212.87	2,800.00	2,800.00	2,800.00	2,800.00	2,800.00
	<b>169,286.46</b>	<b>50,457.62</b>	<b>47,132.00</b>	<b>47,132.00</b>	<b>45,571.00</b>	<b>43,909.00</b>	<b>43,909.00</b>
<b>EXPENDITURE</b>							
Staff costs	14,064.35	6,476.10	6,500.00	6,500.00	6,500.00	6,500.00	6,500.00
PWLB loan repayment	2,693.73	5,387.46	5,388.00	5,388.00	5,388.00	5,388.00	5,388.00
Administration costs	4,258.99	2,900.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
Insurance	5,242.00	3,527.76	3,600.00	3,600.00	3,600.00	3,600.00	3,600.00
Audit fees	660.00	830.00	730.00	730.00	730.00	730.00	730.00
Election expenses	-	1,464.00	-	-	-	1,500.00	-
Maintenance of open spaces	3,543.88	3,160.00	3,200.00	3,200.00	3,200.00	3,200.00	3,200.00
Litter Agency	4,008.00	4,008.00	4,010.00	4,010.00	4,010.00	4,010.00	4,010.00
War memorial (lighting and maintenance)	587.91	600.00	600.00	600.00	600.00	600.00	600.00
Street lighting (energy and maintenance)	3,507.53	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00
Pavilion (running expenses and maintenance)	6,602.47	2,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00
General maintenance	365.00	455.00	500.00	500.00	500.00	500.00	500.00
Grants and donations (other than Sports Association)	800.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
Section 137 expenditure	500.00	-	-	-	-	-	-
Queen's 90th birthday	-	800.00	-	-	-	-	-
Pavilion refurbishment (capital)	118,981.34	2,857.00	-	-	-	-	-
VAT	26,955.90	2,800.00	2,800.00	2,800.00	2,800.00	2,800.00	2,800.00
	<b>192,771.10</b>	<b>40,465.32</b>	<b>34,528.00</b>	<b>34,528.00</b>	<b>34,528.00</b>	<b>36,028.00</b>	<b>34,528.00</b>
<b>SURPLUS/DEFICIT</b>	<b>- 23,484.64</b>	<b>9,992.30</b>	<b>12,604.00</b>	<b>12,604.00</b>	<b>11,043.00</b>	<b>7,881.00</b>	<b>9,381.00</b>
<b>BALANCE BOUGHT FORWARD</b>	47,865.09	24,380.45	34,372.75	46,976.75	59,580.75	70,623.75	78,504.75
<b>Add SURPLUS/less DEFICIT</b>	<b>- 23,484.64</b>	9,992.30	12,604.00	12,604.00	11,043.00	7,881.00	9,381.00
<b>BALANCE CARRIED FORWARD</b>	<b>24,380.45</b>	<b>34,372.75</b>	<b>46,976.75</b>	<b>59,580.75</b>	<b>70,623.75</b>	<b>78,504.75</b>	<b>87,885.75</b>
<b>Remember:</b>							
~ earmarked for Neighbourhood Plan (balance)		8,115.69					
~ Section 106 monies		12,810.00					
		<b>20,925.69</b>					

### KEY POINTS TO CONSIDER

- 1] Value of New Homes Bonus not known beyond 2019/20. In addition, future building work is not included. Any additional bonus is therefore a windfall to the Parish Council.
- 2] Consideration needs to be given to the level of balance that the Parish Council wants to maintain.
- 3] Development of the fixed asset register, and subsequently an annual maintenance programme, will enable more accurate forecasting of expenditure in relation to maintenance.
- 4] Consideration needs to be given to identifying future capital projects to enable these to be properly factored into the Parish Council's financial position.