



**Staple Hill and Mangotsfield
Parish Council**

13th July 2023

Finance & General Purposes Committee Meeting 26th July 2023

Summons

You are hereby summonsed to attend a meeting of the Finance & General Purposes Committee of Staple Hill and Mangotsfield Parish Council to be held at Page Community Association, Page Road, Staple Hill, Bristol, BS16 4NE on **Wednesday 26th July 2023** at 7pm for the purposes of transacting the business as prescribed in the Agenda below.

Mrs Cate Davidson

Interim Parish Clerk

Members are reminded that the Council has a general duty to consider the following matters in the exercise any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime and Disorder, Health and Safety and Human Rights. The Council must also have regard to the need to conserve biodiversity.

Agenda

- 01. To Appoint a Chairman of the Finance & General Purposes Committee for the ensuing year**
- 02. To Appoint a Vice Chairman of the Finance & General Purposes Committee for the ensuing year**
- 03. Apologies**
- 04. Declarations of Interest**
 - Declarations to be received in accordance with the Localism Act 2011
- 05. Terms of Reference**
 - To receive and consider proposed Terms of Reference for this Committee as attached
 - To approve Terms of Reference
- 06. Budget**
 - To receive and approve the current budget and precept that was set by South Gloucestershire Council in advance of the start of this council

- To formally approve the budget and consider any virements (transfers) of budget allocation that may be required

07. Office Space & Office Equipment

- To discuss what office/meeting space is required and how to take this matter forward
- To consider the purchase of office equipment for Clerks use

08. Items to Report

09. Date of next Meeting:

- Wednesday 29th November, 19.00, Page Community Association

Staple Hill & Mangotsfield Parish Council - Budget 2023/24

Number of electors	9752
Council Tax Base	4003

Heading	Budget	Notes
Office Costs		
Office set up costs	£ 2,500.00	
IT Software, consumables & support	£ 2,000.00	
Website	£ 1,000.00	
Website annual hosting/maintenance	£ 500.00	
Telephone & Broadband	£ 1,200.00	
Postage	£ 100.00	
Office Space Rental	£ 8,333.00	
Printer Costs	£ 600.00	
Printing Costs	£ 500.00	
Insurance	£ 1,600.00	
Total	£ 18,333.00	
Administration/Governance Costs		
Initial Election Costs	£ 16,400.00	
Election Costs Accrual	£ -	To start accruing from 24/25
Meeting Room Costs	£ 1,000.00	
Councillor Expenses/Chairmans Allowance	£ 500.00	
New Councillor Packs	£ 500.00	
Total	£ 18,400.00	
Employee Costs		
Salary Clerk/RFO	£ 33,333.00	
Employer Pension Contributions	£8,333	
Employers NICs	£ 4,000.00	
Expenses Travel, subsistence, phone	£ 833.00	
Payroll set up costs	£ 200.00	
Payroll ongoing costs	£ 500.00	
Avon Pension Fund set up costs	£ 2,300.00	
Total	£ 49,499.00	
Professional Fees		
NALC Subscription	£ 1,300.00	
Audit Fees	£ 2,000.00	
Staff/Councillor Training	£ 1,000.00	
Contribution to SGC - Parish Set Up costs	£ 5,000.00	
Total	£ 9,300.00	
Other Expenditure		
Communications	£ 1,000.00	
Miscellaneous	£ 1,000.00	

Maintenance of transferred assets	£	-	May change in the future
Total	£	2,000.00	
Total Budget for 2023/24	£	97,532.00	
Contingency and 5% on costs		£4,877	
Total "precept" 2023/24	£	102,409.00	

Costs per Band D property PA	£	25.58
Per Band D property per month	£	2.13
Special Expenses per Band D PA	£	43.07

Finance & General Purposes Committee - Terms of Reference

An extract from the Scheme of Delegation for Approval in September:

3. Finance Committee

3.1. Membership and Frequency of Meeting:

- 6 members of the Council who will meet as a committee at least 4 times per year
- Members to be appointed by Full Council each year

3.2. Matters for consideration and determination:

- All matters relating to Finance, including the recommendation of the approval of the Year End Accounts & approval of the Annual Return (Statement of Accounts) to Full Council
- To consider and implement a Grants scheme including any criteria for referral to Full Council
- All matters relating to Internal Audit including appointment of auditor
- Recommendations to Full Council on the proposed Capital and Revenue Budgets of all Council services and activities
- Recommendations to Full Council on the proposed Precept
- Health and Safety
- Corporate Governance and Risk Management
- Any other matter which may be delegated to it by the Full Council from time to time

