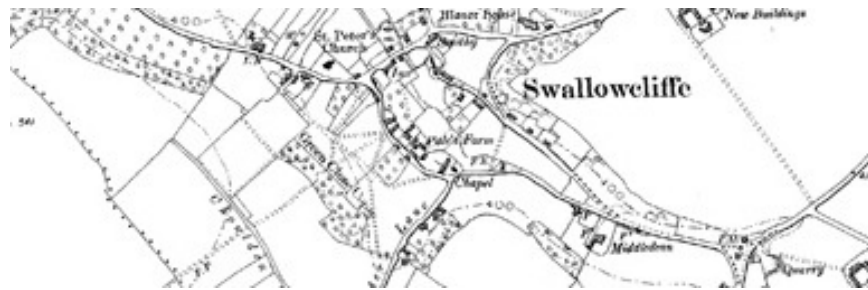


**SWALLOWCLIFFE  
PARISH  
COUNCIL**



To: All Members of Swallowcliffe Parish Council  
You are hereby summoned to attend an Extraordinary meeting of the Council.  
On: **Friday 11<sup>th</sup> November 2016** commencing at **7pm**  
In: **Swallowcliffe Village Hall,**  
For the transaction of the business shown on the agenda below.

Signed:  \_\_\_\_\_ Simon Pritchard – PARISH CLARK

**RESIDENTS / MEMBERS OF THE PUBLIC ARE ENCOURAGED TO ATTEND THIS MEETING**

*Before the start of the meeting 10 minutes is put aside for questions and comments from Residents to Members of the Parish Council*

## ~ Agenda ~

- 16/32 – A) Apologies for Absence  
B) Acceptance of Apologies for Absence

16/33 – **PECUNIARY INTERESTS & DISPENSATIONS**

- A) To confirm the dispensations Officer of the Council  
B) To declare any Pecuniary Interests or Dispensations

Members are reminded of their obligation to declare any interests in accordance with the Localism Act 2011 and the Councils Code of Conduct.

16/34 – **PLANNING APPLICATIONS**

To comment on local planning applications made to Wilshire County Council.

Two applications have been received, but the Council can resolve to also determine other applications received after the agenda was set.

Ref: **16/09868/FUL** Address: **Vine Cottage**

Proposal: **To raise the chimney**

Ref: **16/09666/FUL** Address: **Lake House**

Proposal: **Relocate Bat Roost**

16/35 – **AUDIT 2015 -16**

To receive the external Council Audit for 2015-16 and note the auditors comments.  
The results will then be published on the Council website and the statutory notice displayed on the village notice board

16/36 – **FINANCE**

- A) To confirm Cheque signatories

The holder of the post of Clerk is a Cheque signatory, Cllr Atkins is the other signatory.  
Council is asked to consider appointing a third.

**B) To receive Income & Expenditure report**

Information was not available for Members at the September meeting. The accounts up until the end of September have been published on the Councils website. The report also includes a predicted outcome for the year ending March 31<sup>st</sup> 2017

**C) To receive an update on the banking handover**

The Clerk will update the members on the progression of the changeover of Clerk with the Councils bank Natwest

**D) To approve payment of Clerks expenses:**

Receipts for all items are kept in the year folder

- WHSmiths (Folders) £17.85
- Tesco Direct (Paper) £28.98
- Tesco (Stamps) £8.81
- TOTAL = £55.64

**16/37 – PARISH PRECEPT 2017/18**

Members of the Council are asked to consider the precept for 2017/18. Report attached to this agenda. The final decision will be taken at the Parish Councils December meeting

**16/38 – APPOINTMENT OF AN HR PANEL**

Council is asked to consider appointing two members to an HR panel. This panel would be responsible for carrying out the Clerks 6 month probationary review, annual review and assessing / authorising any overtime requests.

## AGENDA ITEM: 16/36 B

### SWALLOWCLIFFE ACCOUNTS 2016 – 17

	<b>Income:</b>
31/03/2016	
£2,813.29	Total Balance & Reserves b/f
£2,313.65	Precept 2016-17
<b>£5,126.94</b>	<b>Total Credit</b>
	<b>Outgoing:</b>
£630.54	Administration
£754.19	Expenditure
£3,742.21	<b>Total Balance</b>
	As of 30 <sup>th</sup> September 2016

Administration		Expenditure		
		PV1	£168.34	Community First Insurance
		PV2	£485.85	Defibrillator Cost
		PV3	£100	Donation to Citizen Advice
PV4	£154.88			HRMC
PV5	£475.66			Clarks Wage 16 Dec 2015 – 27 July 2016
	£630.54		£754.19	Totals

## **AGENDA ITEM 16/36 B**

(Start Balance £2,813.29 - General reserve)

**Precept £2,313.65**

### **Expenditure**

£168.34	Community First Insurance
£485.85	Defibrillator Cost
£100	Donation to Citizen Advice
£80	Hall costs
£47	Stationery

### **Administration**

£1,292.04

**Year end 2,173.23 (Predicted)**

(£140.42)

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## **AGENDA ITEM 16/37**

Members are asked to consider the Parish Precept for 2017 – 2018

Last year the Council applied a tinny increase of 33p per year on a band D household (1.5% increase). It is not clear from the minutes how this increase was worked out as I can find no budget to support it.

It is the Clerks role to prepare a draft budget for member's consideration This year I have applied best practice and started with a zero budget and worked up.

A Parish Council should not be working on percentages, a large authority like Wiltshire CC will work on percentages, normally increasing their precept by as much as they legally can and then working the budget backwards to make it fit.

## DRAFT PRECEPT BUDGET 2017

ADMINISTRATION £1,300  
TRAINING (CLERK & COUNCILLORS) £200  
VILLAGE HALL FUND £500  
INSURANCE £200  
AUDIT COSTS £100  
VILLAGE HALL RENT £80  
GRANTS TO LOCAL ORGANISATIONS £200  
PARISH MEETING FOOD & DRINK £50

TOTAL = £ 2,630

Increase of £3.42 per year Band D  
(6p per week)

At £25.66 per band D house hold per year the Council would still be in the bottom half of the parish council precept tables.

*(Note: Shaftesbury is £130 per year!)*

### **What's missing??**

As I am new to the Village & Council I will not be aware of any little projects that may need Council funding support – Can you think of any that you would like to see added to the budget??

### **Village Hall**

The Council owns the freehold of the Village Hall. The day to day management of the hall is given over to a management committee. This Committee has been successful in the past in raising the funds needed to keep the hall in good repair. However the management committee has had to apply to the council for grants as well. I suggest putting aside some money each year for the Village Hall, it is the Council's only asset and if the roof fell in tomorrow the Council would have no money to offer towards the repair. This pot of money would just build-up over time ready for a rainy day. This would guard against any one off large increase to the precept in years to come.

### **What now?**

This agenda item is for debit to allow members to voice their opinion and give the Clerk a steer as to members thinking.

A decision will not be taken at this meeting; the final decision will be taken at the Council's meeting on December 14<sup>th</sup> 2016.