



ELSTEAD PARISH COUNCIL
Finance Committee - Minutes of Meeting

Thursday 11th November 2021 at 8pm
The Pavilion, Thursley Road, Elstead

Attendees: Cllr P. Murphy (Chairman) Cllr R. Gardner Cllr L. Davidsen
Cllr S. Reynolds Cllr R. Rees Mrs J. Williams (Clerk)

1. There were no apologies. Cllr R. Rees attended via zoom and this was accepted by members.
2. No members disclosed any (a) Personal, (b) Prejudicial interests which they are required to disclose by section 94(1) of the Local Government Act 1972 and in accordance with The Parish Council (Model Code of Conduct) Order 2007. Cllr Murphy stated that he was chairman of the Recreation Trust and Cllr R Rees stated that he was on the committee of the Recreational Trust.
3. The minutes of the Finance Committee meeting held on 4th November 2020 had already been agreed by Full Council in December 2020.
4. **Letting fees, salaries and wage rates 2022/2023**

The Committee resolved to recommend to the Council that the Letting Fees, Wage Rates should remain as last year with the exception of (details in Appendix A):

- Elstead Village tennis Courts which rises at 3% annually as per the letting contract.
- Burford Lodge Pavilion - The Sharks will not pay for the £200 annual charge. It was also resolved that the Sharks should not pay the utility service charges on it as the PC's defibrillator is sited on the pavilion wall and uses the electricity from the pavilion.
- Richard Knight's hourly rate to increase from £25 to £26.50 per hour effective 1st April 2022. It was recognised that RK always worked to a high standard at a very competitive rate and completed jobs quickly. It is noted that Richard Knight uses predominantly his own machinery and equipment and as such this has means that his work is completed at a very cost effective price.
- At the time of meeting there had been no notification of a statutory pay rise for the clerk. It was agreed that there should be 2.5% increase backdated to April 2021. For the purposes of budgeting the Finance Committee has assumed a 4% rise from April 2022.
- The Backland tenant changed in June 2021 following a tender process. As a result of the tender process the rent had increased to £3,300 and it was felt that this figure should not be increased for FY22/23.

5. Burial Fees 2022/23

Burial fees and charges were increased significantly in April 2021 (as they had not been increased for two years prior to this). It had been agreed that thereafter burial fees would increase by 3% annually in line with the EVTC rent increase (Appendix B)

6. Budget 2022/23

Detailed discussion took place regarding the costs for inclusion in the budget for 2022/23. All paperwork had been circulated in advance of the meeting and the clerk had included the year end projections for FY21/22. Where possible the clerk had obtained actual costs for 22/23.

The main items for discussion were:

- The Compensatory Grant and Local Support Grant have both been phased out. This means that there is a loss of income of £1,360 for FY22/23. The sub committee would like to note that were it not for the loss of this grant the precept would only have to have been increased by +2%.
- The VAT reimbursement will be marginally higher than FY1/22 as there will be slightly more expenditure on VAT rated items.
- Grants and Donations – the budget allocation remains at £5,000 as EPC wants to ensure it is supporting those community services which provide help and support to a number of Elstead residents.
- Playground equipment – an amount of £3,000 has been included in case an item needs replacing and £2,000 towards any new equipment. It is recognised that this is a small amount and any residue will need to be raised via county/borough funds and/or charitable donations.
- Special Projects – a number of special projects have been identified including: Our Elstead (£1,000), Jubilee Village wide events (£2,000), electricity to the village green (£7,500), FP64 (£2,000), CCTV maintenance/service (£200), ROW clearance (£1,000) and Burford Lodge maintenance (£500).
- Neighbourhood Plan – an amount of £1,000 has been budgeted to advertise the referendum. It is noted that the Regulation 16 and subsequent Inspection will be funded by WBC.
- Grass cutting – an amount of £9,500 has been allocated in line with FY21/22. Despite rising fuel costs the contractor has advised that prices for Elstead will be held in 2022.
- To cover wear and tear and ensure that insurance and risk assessments are in place, football pitches will be available to hire for private use.
- It was resolved to increase the chairman's allowance in recognition of the amount of time given to this role.

The Committee resolved to recommend to the Council that the 2022/23 estimated income and expenditure budget figures should form the basis on which the Precept is determined. The sub committee's figures assumed that there are currently limited funding / revenue streams available to which the PC can apply. Therefore in order to achieve the work that EPC has planned (which includes works formerly undertaken by SCC and WBC) the precept will need to be raised by 5% to bridge the gap between income and expenditure. Based on these calculations, the finance committee's recommendation is that the Precept amount for 2022/2023 should be increased from £67,500 to £70,750 (Appendix C)

Meeting closed at 9.30pm

LETTING FEES, SALARIES & WAGE RATES 2022-2023

ELSTEAD FOOTBALL CLUB **£200 per year**
Subject to review at agreed stage but cost set at £200.00 per year which will be waved.

OTHER FOOTBALL CLUBS - BURFORD LODGE
The rate for the 2021-2022 seasons to be agreed as may be applicable with the Clubs that are able to play.

CEMETERY SUPERINTENDENT **£30.00 per interment and £20.00 attendance on stonemasons from 1.4.2022 to 31.3.2023.**

ELSTEAD TENNIS CLUB **£1,909.73 annual rent from 24/6/2021**
Existing Courts, New Pavilion, Grounds & additional 2 courts. To be reviewed in May 2022 as lease states that rent should have been increased by 3% annually.

CLERK'S REMUNERATION **£18,482 per annum plus £15 per month home working allowance** *£17.09 per hour based on 25 hours per week - £1510 per month net excluding HMRC contributions.*

VILLAGE HANDYPERSON **£26.50 per hour effective 1st April 2022**

CHAIRMAN'S ALLOWANCE **£500.00 per annum**

MEMBERS ALLOWANCE **£30.00 per annum**

BACKLAND FIELD RENT **£3,300 per annum plus actual water costs**

BACKLAND AGENTS FEES **£125 (incl VAT)**

ALLOTMENTS RENT **£200 per annum plus actual water costs**

JUNIOR PITCH HIRE **£50 per football pitch per session. Insurance and risk assessment to be provided for private hire use.**

SENIOR PITCH HIRE **£75 per football pitch per session. Insurance and risk assessment to be provided for private hire use.**

BURIAL FEES (from 1st April 2022) – WOOLFORDS LANE CEMETERY, ELSTEAD**INTERMENTS**

For the interment in a grave in respect of which an exclusive right of burial has not been granted:

- | | | |
|-------|---|------|
| (i) | of the body of a still born child, or of a child whose age at the time of death did not exceed one month. | £0 |
| (ii) | of the body of a child whose age at the time of death exceeded one month but did not exceed 7 years | £0 |
| (iii) | of the body of a person whose age at the time of death exceeded 7 years but did not exceed 17 years | £0 |
| (iv) | of the body of a person whose age at the time of death exceeded 17 years. | £320 |

For the interment in a grave in respect of which an exclusive right of burial has been granted:

- | | | |
|-------|---|------|
| (i) | of the body of a still born child, or of a child whose age at the time of death did not exceed one month. | £0 |
| (ii) | of the body of a child whose age at the time of death exceeded one month but did not exceed 7 years | £0 |
| (iii) | of the body of a person whose age at the time of death exceeded 7 years but did not exceed 17 years | £0 |
| (iv) | of the body of a person whose age at the time of death exceeded 17 years. | £276 |

Any interment in a vault £432

For the interment of a cremated remains in a grave of which an exclusive right of burial has been granted. £73

For the interment of an urn or casket containing the cremated remains of a child or person in a grave 610mm by 610mm at a depth not exceeding 1.219 metres. £73

EXCLUSIVE RIGHTS OF BURIAL IN EARTHEN GRAVES:

- | | | |
|----|---|------|
| 1. | For the exclusive right of burial in perpetuity, 50 years renewable | |
| | (a) in a grave 1.219m by 914mm (child under 8 years) | £243 |
| | (b) in a grave 2.743m by 914mm | £430 |
| 2. | For the exclusive right of burial or cremated remains in a grave 610mm by 610mm in perpetuity, 50 years renewable | £165 |

WALLED GRAVES AND VAULTS:

For the right to construct and for the exclusive right of burial in perpetuity 50 years renewable in:

- | | | | |
|------|--|------------------|--------|
| (i) | a walled grave | 2.743m by 1.219m | £1,101 |
| | | 2.743m by 2.438m | £2,204 |
| (ii) | a vault, no exceeding 2.438m in depth: | | |
| | (a) | 2.743m by 2.438m | £3,017 |
| | (b) | 2.743m by 3.658m | £4,081 |
| | (c) | 2.743m by 4.877m | £6,034 |

KERBS, MONUMENTS, GRAVESTONES, TABLETS AND MONUMENTAL INSCRIPTIONS

For the right to erect or place on a grave or vault in respect of which the exclusive right of burial has been granted.

(i)	a flat stone not exceeding 1.829m by 914mm	£183
	a flat stone exceeding either or both of the above	£275
	kerbs not exceeding 1.9812m x 762mm	£127
(ii)	a headstone, footstone, book or cross	
(a)	not exceeding 457mm in height	£73
(b)	exceeding 457mm but not exceeding 762mm in height	£102
(c)	exceeding 762mm but not exceeding 1.371m in height	£181
(iii)	a vase, not exceeding 406mm in height	£73
(iv)	a tablet on any grave or vault	£181
(v)	for each inscription after the first one	£73
(VI)	for repairs to any of the above	£73

Elstead Parish Council 2022-2023 Budget

Activity	
Grant Aid	£0.00
Interest/Dividends	£0.00
Precept	£70,750.00
Thursley Road Trust Ground	£1,884.34
EVAA	£200.00
Compensatory Grant	£0.00
Local Support Grant	£0.00
Refunds	£0.00
VAT Reimbursement	£10,000.00
Cemetery payments	£3,000.00
Rents	£5,409.73
Smiths Charity	£3,000.00
Services / Donations / Transfer	£600.00
Playgrounds / Recreational Repairs PIC	£0.00
Neighbourhood Plan (NHP)	£0.00
Total Receipts	£94,844.07

Salaries and expenses	£18,910.51
HMRC	£6,969.22
Salary preparation	£350.00
Pension	£0.00
Fees - SCAPTC now SSALC	£850.00
Grants/payments/donations	£5,000.00
Insurance Premiums	£1,300.00
Playground inspection fee	£900.00
Playground equipment (new)	£2,000.00
Playground maintenance (preserving old)	£3,000.00
Admin Expenses & legal	£500.00
Website	£500.00
Hire of Hall	£500.00
Audit Fees	£1,000.00
Loan repayment	£1,884.34
Pension / signs	£600.00
Burial attendance	£90.00
Special projects (Our Elstead)	£1,000.00
Special projects Jubilee	£2,000.00
Special projects (electricity to VG)	£7,500.00
Special projects (ROW clearance)	£1,000.00
cctv maintenance	£200.00
Special projects(b/ways, cycle track, ramp)	£2,000.00
Special projects(B/Lodge work)	£500.00
Defibrillator	£500.00
Election costs	£0.00
Chairmans allowance	£500.00
Members allowance	£240.00
Neighbourhood Plan	£1,000.00
General maintenance RK	£4,000.00
recreational grounds maintenance active grounds	£2,000.00
War memorial (inc. repairs)	£50.00
Burial grounds & buildings maintenance	£1,000.00
Grass Cutting	£9,500.00
Tree surgery / works	£3,000.00
Bin Emptying Burford Lodge Rec only x's 2 bins	£650.00
Water	£600.00

Electricity	£100.00
Business Rates	£0.00
s137 payments	£0.00
Vat on payments	£10,000.00
Training	£150.00
Unpresented chqs	£0.00
Smiths Charity	£3,000.00
Total Payments	£94,844.07