

Draft until signed

**Minutes of a Budget Discussion Meeting**  
**Thursday 3 December 2020 8:00PM via Zoom**

**Present:** S Scarff (Chairman), V Whitehead (Cllr), T Chaplin (Cllr), I Walker (Cllr)

**Attending:** T Bamber (Clerk)

**1. Introduction**

The Chairman noted that, while the meeting was quorate no decisions were required: its purpose was to arrive at a proposal to be considered by the full Parish Council. Minutes were to be taken in the interests of transparency.

**2. Finance**

- a. **Budget Review** – those present had reviewed the previous year budget and the budget to actual variance reports. Following a full discussion a new draft budget for 2021/2022 was drawn up for circulation to the council.
- b. **Tax Base and Precept:** The clerk pointed out that Mid Suffolk District Council had not yet been able to calculate the tax base for the village and parish councils had been requested not to submit their precept demands until after 8 January. It was agreed that the budget be discussed now but in the recognition that this could be subject to change once the tax base was known.
- c. **Items discussed and changed from previous year:**
  - a. **Audit Fees:** These will increase because the receipt of CIL funds has brought the council's income into the higher bracket. It was agreed to allocate £500.
  - b. **Bus Shelter:** The roof still needs repairing /replacing. It was agreed to allocate £500.
  - c. **Clerk's Salary:** the councillors had met separately and agreed that the clerk's salary be changed to SCP 18, with weekly hours changed to 7.5. New annual figure £5062.
  - d. **Community Projects:** noting the need for an annualized figure of £250 for regular maintenance of the defibrillators and SIDs, it was agreed to allocate £600
  - e. **Dog Bins Maintenance:** MSDC had written to advise of new charges. Agreed allocate £580.
  - f. **Street Lights Maintenance:** No more lamps are expected to need replacing, To cover unexpected repairs, agree allocate £500.
- d. **Precept:** In light of the current circumstances it was agreed that there should be no automatic increase in the precept, and that it should remain unchanged at £9,000. This, based on the provisional tax base advised by MSDC, would result in a cost of £28.57 for a band D household. Last year the cost was £28.85 so this would constitute a very small reduction of 0.91%. It was noted that this precept would not enable a completely balanced budget however as modest surpluses had built up over the past few years, it was agreed that if necessary such costs as exceed the total budget this year could be drawn from general reserves.
- e. Following a full discussion, and subject to there being no substantial impact from the new tax base when this is received from the District Council, the draft budget, with a total proposed expenditure of £16,192, as attached, for 2021/2022 was drawn up for circulation to the council, together with the proposal that the precept remain unchanged at £9000.

**Action.** Clerk to circulate proposed budget and precept demand for discussion and approval at the next meeting.

**3. Any other business**

There was no other business to discuss

**4. Date and time of next meeting**

This was an informal meeting and no further such meeting was proposed at the time.

Meeting closed at 8:50pm



