

## **Preston Patrick Parish Council March 2017**

### **Clerk's Report**

- Item 6 b) Grants – The Council budgeted £250 to spend on grants in 2016 -17\*. The Council has received a request for funding of £150 to carry out repairs to the car park at the memorial hall. This amount will only cover a small percentage of the overall costs. The Council has in previous years also allocated grant funding to the NW air ambulance. Last year the amount donated was £50. Any surplus amount left in the budget could be put towards the B4SW funding
- Item 6 c) Budget Report – By the end of the year it is expected that the Council will have spent more than it received during the year and more than was budgeted. This is due to the expenditure on the web site – only the annual maintenance fee was included in the budget as funding for set up costs was received before the year end and was used to cover this. The amount spent on the B4SW project was not budgeted for and has drawn from earmarked funds rather than income. There is further spending earmarked for this project next year. Travel and Expenses for the Clerk are expected to be approximately £60 over budget. Full explanations of variances and an amended budget for 2017-18 will be brought to the council in May
- Item 6 d) Salary Review- The Clerk is currently paid for 3 hours per week at scale point 19 pro-rata. From the 1<sup>st</sup> April 2017 there is a 1% pay increase to keep payment in line with National Agreements, no increase in incremental points are due. It is recommended that the expenses allowance remains the same.
- Item 6 e) Contracted services – The Council has 2 regular service providers for Payroll Services and for grass cutting at Gatebeck Crossroads. Both have provided a satisfactory service throughout the year though there were some delays with grass cutting due to a communication error. I have not been notified of any increase in price for the grass cutting service for the coming year and have not at [present sought alternative providers. The cost of payroll services is set to increase from £58 in 2016-2017 to £67 which will be held for 5 years. This compares well with other providers and continues to offer value for money
- Item 7 Audit arrangements – The external audit date has been given with the annual return due to be sent to the BDO by the 5<sup>th</sup> June 2017, the accounts will also be available for public viewing from this date. The internal audit was carried out last year by Jean Airey and there were no points for action raised by the external auditor. It is therefore recommended that the Council considers whether the current arrangements for internal control and audit are satisfactory and requests that Jean Airey carry out the internal audit by arrangement with the Clerk for the financial year 2016-2017.

\*The Council has already spent considerably more than this in contributions to the B4SW process during the year although requests for this were not put through the grants process.

*Anne-Marie Cade  
Clerk to Preston Patrick Parish Council  
24-03-2017*