

**Minutes of Cobham Parish Council's Budget Meeting.  
Monday 2 December 2019 at 7.30PM  
St Mary's Church Room.**

**Present**

Cllr Mike Booth (Chairman), Cllr Steve Dyer (Vice Chairman)  
Cllr Jessica Elliott, Cllr Rosemary Dymond, Cllr Ben Smith  
Cllr Matt Mason, Cllr Rob Pryor  
Mrs Tina Sampson (clerk)

1. (60) Apologies for absence – Cllr Margaret Haig, Cllr Gabriella Gabbitas
2. (61) Declarations of Interest – None raised
3. (62) Minutes: to confirm the minutes of 4<sup>th</sup> November 2019, proposed as a true record by Cllr Dyer and seconded by Cllr Dymond.
4. (63) The Council considered the use of the grant request form for grants to be given in the forthcoming year.  
It was agreed that the grant application form should be posted on the Parish Council website and the Clerk would make the form available to the organisations we have provided grants to in the past so they may make an application.
5. (64) The Parish Council considered the amount spent so far, this financial year and tried to predict spending up until the end of the financial year March 2020.  
The Chairman was pleased to report that there was currently an underspend against budget which would allow the council to bring forward some items into this financial year without exceeding the budget.
  - £1,800.00 for work to be carried out on the Yew Trees at the war memorial
  - £1,500.00 for the replacement of the Parish Notice Boards
  - £700.00 for wooden planters for both Cobham Village and Sole Street to assist with traffic calming.
  - £600 to the sports association for the management of the toilets.
  - £600 defibrillator replacements (pads and batteries).
  - £300 Direction sign for Cobham Playing fields.
  - £1,000 New Lap top for the Parish Council
  - £1,000 or the refurbishment of the tablet behind the village pump along with any associated repairs

The Chairman reported how much was currently held in the Parish Council accounts: £14,478.67 and £25,032.89.

6. (65) Requests for consideration from Parish Councillors. There was a brief discussion about the business rates on the public toilets and the suggestion of setting up a charity to prevent or lower the payment and it was agreed to make a reservation in the budget to cover this. The matter of the LTC legacy fund was also raised with a view to some of the projects Cobham will submit.
7. (66) Review of Risk Register. The register was agreed with two amendments, these related to the tennis club being the responsibility of the sports association and the recent changes to the financial regulations in relation to the need for two quotes being required was also discussed. The minimum level requiring quotes was raised from £500 to £750; with two quotes required for amounts between £750 and £2,500 after which 3 quotes would be required.
8. (67) To compare spending throughout 2019/20 with the budgetary predictions of 2018 and to ensure budgetary needs are met when requesting the Precept for 2020/21. When deciding the precept for 2020/21 the following items were agreed along with the regular amounts required for the Parish Council to carry out its role of supporting and acting on behalf of the parish community.
  - £722.32 – payment for the 2019 contested election
  - £1,500.00 maintenance and repair work for the playground
  - £600.00 to the Sports Association for the cleaning and provision of materials for the public toilets.
  - £500 – Water bill for the public toilets
  - £3,000 -Traffic calming consultant

The following expenditure is expected for 2020/21

Insurance	£1,150.00
Subscriptions	£620.00
Accountants	£450.00
Room Bookings	£300.00
Website Server/ Email server	£300.00
Training	£300.00
Expenses	£150.00
Maintenance Man Salary	£1,800.00
Election Costs	£750.00
Clerk's Salary	£5,230.00
HMRC - PAYE	
Payroll Services	£240.00
Office Expenses	£150.00
Printing & Photocopying	£50
Computer Equipment	£100.00

Grass Cutting	£270.00
Children's Corner Equipment Maintenance	£1,500.00
Public Toilets – non-domestic rates	£800.00
GRANT FUND	£1,700.00
Royal British Legion	£80
Village Pump Repairs & Maintenance	£250.00
Sweeps Hole Pond Maintenance	£750.00
Signposts	£300.00
Traffic Management	£3,000.00
Cobham Toilets (water)	£500
Community Celebrations	£200.00
War Memorial Maintenance	£250.00
Toilet maintenance sports club	£600.00
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Defib maintenance	£200.00

21,000.00

	<b>Cobham</b>
2020-21 Tax Base	666.74
Amount Levied upon taxbase (Parish Precept Amount)	21,000.00
Amount Payable per Band D Household 2019-20 (per annum)	30.43
Amount Payable per Band D Household 2020-21 (per annum)	31.50
<b>Increase/(Decrease) per Household (£.p per annum)</b>	<b>1.06</b>
<b>Increase/(Decrease) per Household (% per annum)</b>	<b>3.49%</b>

Finance report- the following cheques were signed at the meeting  
 Singlewell printing - £32  
 Clerk's pay - £338.77  
 Baylis Landscapes - £732.00  
 Information commissioner's renewal- £40.00  
 Maintenance Man Oct/Nov- £281.88.

The meeting ended at 8.30pm