

Cosgrove Parish Council

Minutes of the Ordinary Meeting of Cosgrove Parish Council held on **Wednesday 3 January 2024** at 7.30pm.

Present: Cllr D Smith (Chairman), ~~Cllr C Bird~~, Cllr A Bracey, Cllr S Comerford, ~~Cllr M Draddy~~, Cllr C Peacock, Cllr J Proctor, Cllr P Roberts

Mrs J Evans (Clerk to the Council)

	Action																																												
CPC/24/01/1 The Parish Council (PC) approved the absence of Cllr Bird (at work). Cllr Draddy had also informed the Clerk at 16.38 he would be absent owing to a surprise social engagement.																																													
CPC/24/01/2 There were no declarations of interest																																													
CPC/24/01/3 The Minutes of the meeting of 6 December 2023 were approved unanimously.																																													
CPC/24/01/04 There were no matters arising from the Minutes not covered elsewhere in the Agenda but owing to the limited scope of this Meeting, the PC agreed to revisit this item at the February if necessary.																																													
CPC/24/01/5 a).The PC received the update on the current finances in comparison to the budget (Appendix A). Revenue (income) was forecast to be £6,000 more than budgeted, largely due to VAT reclaimed and Burial Ground fees. The expenditure was forecast to be £13,166 more than budgeted, largely due to overspend on Clerk salary and unbudgeted discretionary expenditure. £2,000 will be transferred from Earmarked Reserves to the Allotments cost centre reducing the forecast overspend to £11,166.	Clerk to transfer £2,000 from earmarked reserves																																												
b). The payment schedule, circulated at the meeting, was approved. The payments to be made by BACS transfer, debit card or direct debit were as follows:	Clerk to make BACS transfer																																												
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date of Invoice</th> <th style="width: 15%;">Amount</th> <th style="width: 25%;">Payee</th> <th style="width: 45%;">Description</th> </tr> </thead> <tbody> <tr> <td colspan="4">For payment by BACS transfer 7.23</td> </tr> <tr> <td>05.01.2024</td> <td>£422.35</td> <td>J Evans</td> <td>December salary</td> </tr> <tr> <td>28.12.2023</td> <td>£10.00</td> <td>J Evans</td> <td>Mobile phone top up</td> </tr> <tr> <td>18.12.2023</td> <td>£12.99</td> <td>J Evans</td> <td>McAfee virus protection</td> </tr> <tr> <td>05.01.2024</td> <td>£195.05</td> <td>HMRC</td> <td>December PAYE and NI</td> </tr> <tr> <td>31.12.2023</td> <td>£150.00</td> <td>DNH Contracts</td> <td>December dog waste collection</td> </tr> <tr> <td colspan="4"> </td> </tr> <tr> <td colspan="4">Direct debit and debit card payments</td> </tr> <tr> <td>15.12.2023</td> <td>6.05</td> <td>FastHost</td> <td>email monthly charge</td> </tr> <tr> <td>08.12.2023</td> <td>£11.99</td> <td>HugoFox</td> <td>website hosting - December</td> </tr> </tbody> </table>	Date of Invoice	Amount	Payee	Description	For payment by BACS transfer 7.23				05.01.2024	£422.35	J Evans	December salary	28.12.2023	£10.00	J Evans	Mobile phone top up	18.12.2023	£12.99	J Evans	McAfee virus protection	05.01.2024	£195.05	HMRC	December PAYE and NI	31.12.2023	£150.00	DNH Contracts	December dog waste collection					Direct debit and debit card payments				15.12.2023	6.05	FastHost	email monthly charge	08.12.2023	£11.99	HugoFox	website hosting - December	Clerk to make payment as resolved
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The PC also resolved to pay the invoice, once received, from Hickford Lighting for replacement streetlamp units in Orchard Close, providing the invoice is within 5% of the estimate of £840.																																													

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<p>CPC/24/01/6 a). The final budget had been circulated ahead of the meeting. The PC, however, resolved to amend the interest shown in the budget to £1,500. It was felt placing £50,000 in a no notice Virgin Money online account with a current rate of 3.5% should glean a considerably higher return than the £550 in the budget.</p> <p>b). The Precept calculations had been circulated ahead of the meeting. To balance the budget a Precept demand of £26,000 was indicated. In light of the decision in CPC/24/01/6 above, the PC resolved not to increase the Precept. The Precept will remain at the same level as in 2023-2024 at £25,000.</p>	<p>Clerk to amend final budget</p> <p>Cllr Peacock to circulate details of Virgin Money Account</p> <p>Clerk to amend form PR1-WNC 24-25 and submit ahead of 18 January deadline.</p>
<p>CPC24/01/7 Date of next meeting: Wednesday 7 February 2024 (*Local Government Act 1972 Schedule 12 Part II para 8.1)</p>	
<p>Meeting closed at 20.05</p>	

Appendix A
Cosgrove Parish Council
January 2024 Summary of Financial Records

Revenues	YTD	Projected income to end of year	Forecast	Budget	Variance
Precept	(25,000.00)	-	(25,000.00)	(25,000.00)	-
Interest	(438.31)	(120.00)	(588.31)	(360.00)	228.31
Burial Ground	(595.00)	-	(825.00)	-	825.00
VAT Reclaim	(4,456.44)	-	(4,581.44)	(650.00)	3,931.44
Misc Income	(25.00)	-	(25.00)	-	25.00
Mowing Grant	(999.42)	-	(999.42)	-	999.42
Account Transfers					
Total Revenue	(31,514.17)	(120.00)	(32,019.17)	(26,010.00)	6,009.17

Regular Costs	YTD	Projected Costs to end of Year	Forecast	Budget	Variance
Clerk Salary	7731.85	2,610.00	12,158.39	7,716.00	(4,442.39)
Grass Mowing	6415.8	-	6,939.40	7,000.00	60.60
Clerk Sundries	240.68	100.00	340.68	1,200.00	859.32
Church Clock	195	-	195.00	195.00	-
Street Lighting	3529.33	513.00	4,042.33	3,500.00	(542.33)
Allotments	5775	-	5,775.00	2,000.00	(3,775.00)
NCALC	566.5	203.50	770.00	770.00	-
Old Mail	250	-	250.00	250.00	-
Dog Waste Bins	600	370.00	1,060.00	850.00	(210.00)
Village Hall	0	360.00	360.00	836.00	476.00
Insurance	734.36	-	734.36	580.00	(154.36)
Training	0	400	400.00	400.00	0
IT Costs	55.36	60.00	130.39	-	(130.39)
Play Park	132	1,000.00	1,132.00	1,000.00	(132.00)
Other	705.62	150.00	855.62	150.00	(705.62)
Capital Reserves		2,350.00	2,350.00	2,350.00	
Total Costs	26,931.50	8,116.50	37,493.17	28,797.00	(8,696.17)

Section 137 Costs (Max of £9.93 per electorate)	YTD	Projected Costs to end of Year	Forecast	Budget	Variance
NACRE	35.00	-	35.00		(35.00)
CPRE	36.00	-	36.00		(36.00)
Scout Camp Defib	204.00	-	204.00		(204.00)
Total Costs	275.00		275.00		(275.00)

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