

Rainford Parish Council

MINUTES OF A MEETING HELD ON MONDAY 26 OCTOBER 2015 COMMENCING AT 7.00pm IN THE COUNCIL CHAMBER AT RAINFORD VILLAGE HALL

Present: **Councillors:** Brown, Collins, Grice, G Jones, P Jones, Lee, Long, R Nichols, Reynolds (Chairman), Wesley

In attendance: Councillor Allan Jones
Mr John Sheward (St Helens Council)
Mr Steve Harrison (Treasurer, Rainford Band)
Sally Powell (Clerk)
Vicky Nelson (Administration Assistant)

Absent: None

348. APOLOGIES: **Councillors:** Aspinall (Away), Monk (Business), D Mussell (Away), L Mussell (Away), D Nichols (Away)

349. DECLARATION OF INTEREST:
Councillor Grice – Non-pecuniary interest 357 v
Councillor R Nichols – Non-pecuniary interest 357 vii

350. FORMAL ANNOUNCEMENTS FROM THE CHAIRMAN:
The Chairman reminded members of the forthcoming fundraising events for Rainford in Bloom: A Body shop Party on 13.11.15 and an Afternoon Tea on 22.11.15 and asked for their support for both.

351. TO HEAR AND RESPOND TO ANY QUESTIONS/DEPUTATIONS BY COUNCILLORS OR MEMBERS OF THE PUBLIC:
None.

352. THE VILLAGE CENTRE IMPROVEMENT SCHEME:
Mr Sheward addressed the Council to give an update of the works currently being undertaken in the Village Centre. He informed the meeting of the following:

- the footpaths are due to be completed this week
- some further work may take place at night to limit the inconvenience to residents and businesses
- seats and bollards are on order along with 7 trees which are due to be planted during the week commencing 02.11.15
- there will also be the facility for a Christmas Tree and lights
- a community noticeboard will be erected near the bus-stop
- 9 planters similar to those provided by Rainford in Bloom will be installed with initial planting. The on-going maintenance for the planters will be the responsibility of Rainford in Bloom
- there is a delay in the supply of the LED lighting and this will now be completed in January 2016
- 7 additional parking spaces have been created so there will be a total of 19 roadside parking spaces compared to 12 previously. One will be designated for disabled badge holders only. When the scheme is complete there will be 240 car-parking spaces between the Village Hall and the Co-op

- at present, it has not been possible to solve the issue of providing a cable for outdoor lighting to the Tennis Club
- the work is expected to be complete within 3 weeks

Mr Sheward then answered the following questions from Councillors:

1. What kind of trees will be planted? (Councillor Collins) – Maple
2. Can cars be parked behind All Saints Church? (Councillor Long) – Yes, at the owner's risk
3. What is being done about the damaged kerb near the Co-op? (Councillor Long) – The damage will be repaired and the problem rectified. The land outside the Co-op and the other shops on that side of the road will be adopted by St Helens Council, so there will be more control over how it is used
4. Is any information about the old Shoe repairers available? (Councillor Grice) - No

The following points were also made:

- Councillor Nichols informed the meeting that it was not within the gift of the Church to allow a cable to be laid across the land at the back of the Church
- Councillor Wesley stated that the Village Centre was going to be fantastic and personally thanked Mr Sheward for all his work and for taking the time to attend parish Council meetings
- Councillor Grice recorded thanks to Councillor Allan Jones for all the work he had put into the project

The Chairman asked Mr Sheward to pass on the thanks of the Council to his staff.

Councillor A Jones and Mr Sheward left the meeting at 7.25pm

353. POLICE REPORT

No report had been supplied as both the PCSOs for Rainford have left the Police service since the last meeting and no information is available regarding if and when they will be replaced. Councillor Lee commented that this was not a good situation when there had been a major incident in the Village recently.

Councillor R Nichols informed the meeting that Rural Watch is working well and suggested that a link is established between the Council website and that of Rural Watch.

354. TO APPROVE AS A CORRECT RECORD THE MINUTES OF THE MEETING HELD ON MONDAY 28 SEPTEMBER 2015

RESOLVED: That the minutes be agreed as a true and accurate record.

MATTERS ARISING FROM THE MINUTES

344. - Councillor Collins asked how the Rainford in Bloom planters would be watered as some of them had not been well looked after during the summer months. Councillor Reynolds informed her that the Rainford in Bloom Steering Group were dealing with this and may produce a basic information sheet for residents and businesses who look after the planters.

355. ACCOUNTS FOR PAYMENT

Councillor P Jones proposed that the Income and Expenditure Figures be accepted. This was seconded by Councillor R Nichols and carried unanimously. (See Appendix 1)

356. CORRESPONDENCE

The Clerk summarised the following correspondence, reading in full the letter from the Police Commissioner for Merseyside:

1. Email from Anthony Bull re Health & Safety Training courses
2. Email from Rev Heighton re cancellation of Festival of Carols pointing out that there are other Carol services which people can attend
3. Email from Rev Wright re cancellation of Festival of Carols saying he was in agreement with the decision

4. Letter from Barclays Bank re changes to the Business banking Team
5. Email from Opus energy with latest statement (first) £215.06 (previous DD was £379 per month)
6. Information re 'The Magic of Christmas' Christmas Tree Festival at All saints Church with the programme for the weekend
7. Email from Deb Appleton, Director of Strategy & Performance at Merseyside Fire & Rescue Service thanking the Parish Council for taking time to review the consultation document and letting them know the thoughts of the Council
8. Letter from St Helens Council Electoral Services Officer with an invoice of £184 for the cost of notices, nomination packs and expenses from candidates for the Parish Elections in May 2015
9. Letter from Barclaycard stating that the card machine will now accept Diners Club and the Discover Family of cards
10. Card from Mr & Mrs Lang thanking the Parish Council for the flowers on their Golden Wedding Anniversary
11. Letter from Paul Rigby, Chairman of Rainford Band Committee (also distributed to all Councillors) re donations to the band and payment for the Band's services on Remembrance Day and for the Civic Service.
12. Letter from Rt Hon Jane Kennedy, the Police Commissioner for Merseyside regarding possible cuts to PCSO jobs, the disbanding of the mounted section and the basic command unit section due to Government cuts
13. Email from Sally Jeffrey re a project about the farms in Rainford in 1986/87
14. Email from Graham Jones asking when the Village Centre works will be finished.
15. Email from John Sheward re the planters for the Village Centre
16. Email from John Sheward with a plan of the proposed sites of the planters
17. Stocktake for second quarter (52.49%)
18. Letter from St Helens Council Planning Dept. re appeal to planning Application P/2015/0115 Land adjacent to 1 Berringtons Lane
19. Letter from St Helens Council Planning Dept. re the Planning Committee meeting on 3.11.15 when application P/2015/0806 - variation of Condition 1 for extension on time for a further 2 years at Rainford Golf Course, Rainford Bypass, will be discussed. RPC raised an objection and have the opportunity to speak at the meeting.
Councillor R Nichols informed the meeting that Borough Councillor Allan Jones is involved in this and is a member of the planning committee. Councillor Reynolds agreed to attend the meeting

Additionally, the office has dealt with approximately 1544 emails, 97 phone calls and 69 visitors
1385 'Likes' on FB Page

RESOLVED: That the Correspondence be accepted.

357. COMMITTEE & COUNCILLOR REPORTS

➤ Community Development – Rainford in Bloom

Councillor Reynolds informed the meeting of the following:

1. 100s of daffodils had been recently planted on 2 consecutive Saturday mornings. A total of 32 volunteers had helped. The Chairman thanked Councillors Grice, G Jones and D & R Nichols along with the Clerk for their hard work and support of the project.
2. Issues surrounding the water of beds and planters are being sorted out.
3. Peter Reddington is working on a 5 year plan for Rainford in Bloom.
4. A 2016 calendar was in the process of being created to raise funds. The Chairman wished to extend particular thanks to Barbara Hurst for all the work she had done on

the calendar. Other fundraising in the near future includes the Body Shop party on 13.11.15 and the Afternoon Tea on 22.11.15.

5. A group will be attending the North West in Bloom Award Ceremony on 30.10.15.
6. He would like the Parish Council to hold A Food Festival is held in the Village Centre in April/May 2016. **This was agreed in principle.**

Councillor Collins wished to know who would be attending the Bloom Awards:

Councillors Reynolds and D Nichols, Jacki Bridge, Peter Reddington, Barbara Hurst and Sally Powell

➤ **Finance, Planning & Administration**

See Appendix 2 for the minutes of the meeting held on 18.10.15

Councillor P Jones stated:

- i. That there were 5 sets of plans for consideration. No objections were raised.

RESOLVED: That the plans be agreed en bloc

- ii. There were no queries regarding the Income & Expenditure figures for September, The Clerk had produced the second quarter review. (See Appendix 3). (Some Councillors stated that they had not received it with the other papers relating to the meeting and the Clerk was asked to resend it to all Councillors). Costs are higher than anticipated due to some unforeseen expenditure and must be kept to a minimum for the rest of the financial year.
- iii. The validity of holding the annual Art Exhibition needs to be reviewed. The cost of the Art Exhibition is in the region of £1,000.00 and it takes a considerable amount of time to put together and disband the display. Also, a lot of the supervising of the Exhibition had to be undertaken by the Clerk and Administration Assistant as many Councillors were unable to assist. A discussion ensued, in the course of which the following points/suggestions were made:
 - Cut the exhibition to 2 days
 - It is important that the Parish Council engage with the community and the Art Exhibition is a long-standing example of this
 - Hold the Exhibition over a weekend
 - Change the days and times it is on
 - Holding it only at the weekend will exclude the schools from visiting
 - Advertise the event more
 - Combine it with the Photographic Exhibition from Rainford Show
 - It is unfair to rely on Councillors to supervise the exhibition
 - It is unfair to rely on the Office staff to supervise the Exhibition
 - Attempts should be made to encourage Rainford High School to engage more with the Exhibition.

It was agreed that a further discussion should take place at the next Community Development Meeting to look at the costs and logistics of continuing to hold the Exhibition. Additionally, an approach should be made to the Rainford Show committee to glean its opinion. A proposal could then be brought back to the Council.

- iv. One request for a donation had been received from Rainford Rangers.

RESOLVED: A donation of £100.00 would be made to Rainford Rangers and a further £100.00 donation would be made to the British Legion

- v. A letter had been received by all members of the Council and the Clerk from Paul Rigby, the Chairman of the Rainford Band Committee suggesting that instead of an annual donation, the Band should invoice the Council for playing at the Remembrance Day and Civic Services at a cost of £250.00 for each event. Mr Harrison confirmed that the rate would usually be around £600.00 apiece. A lively debate took place during which a question was raised regarding whether the Church or the Parish Council asked the Band to play on Remembrance Sunday. A definitive answer was not ascertained.

RESOLVED: In future, invoices would be accepted from Rainford Band

- vi. St Helens Council will be increasing the cost of putting up and taking down the festive lighting to £650.00

➤ **Borough Council**

Councillor R Nichols reported:

- i. That complaints continue to be received about the noise of the new road surface on the by-pass (A570).
- ii. Consultations have been taking place about the installation of Regional Mayors. Rainford Parish would come under the jurisdiction of Liverpool.

358. ANY OTHER BUSINESS

- 1. Councillor Long asked for the Bar Prices to be displayed more prominently and in a larger font.
- 2. Councillor Grice sought clarity about the cost of hiring round tablecloths in July 2015. The Clerk informed him that the cost is passed on to the person hiring the hall. Councillor Collins suggested that the cost of buying round tablecloths is researched.

359. DIARY DATES

30.10.15	10.30am	North West in Bloom Award Ceremony
07.11.15	11am	Borough Councillors' surgery
08.11.15	10am	Remembrance Day Service
13.11.15	5.45pm – 6.15pm	MP's surgery
13.11.15	7pm	Body Shop Party – Chairman's Fundraiser
18.11.15	6.30pm	Finance, Planning & Administration Committee Meeting
22.11.15	2.30pm – 4.30pm	Afternoon Tea at the Hall – Chairman's Fundraiser
23.11.15	7pm	Full Council Meeting
27.11.15	Noon	Lancashire Day Proclamation
04.12.15	?	Christmas Lights switched on
04 – 06.12.15		Christmas Tree Festival at All Saints Church
05.12.15	11am – 11.30am	Borough Councillors' Surgery
05.12.15		Village Christmas Fayre
14.12.15	7pm	Full Council Meeting including FPA

There being no other business, the meeting closed at 8.28pm

Chairman

APPENDIX 1

RAINFORD PARISH COUNCIL				
Income & Expenditure 2015 - 2016				
Sep-15				
Expenditure				
Date	Company	Detail	Total	VAT
08.09.15	Wendys Flowers	Anniversary Flowers	£ 60.00	£ 10.00
08.09.15	The Range/John Kenyon	Shelving	£ 18.95	£ 3.16
08.09.15	Edmundsons Electricals	Security lightbulbs	£ 6.94	£ 1.16
08.09.15	Attivo Technology Ltd	Progress payment for Fire Alarm System	£ 1,731.60	£ 288.60
10.09.15	Barclaycard	Merchant Charges	£ 29.05	£ 3.16
14.09.15	Bibbys B & M Waste	Waste Removal	£ 90.00	£ 15.00
21.09.15	Greenhope Recycling & Waste Services	Glass Recycling	£ 8.10	£ 1.35
24.09.15	Titan Telecom	Telephone & Broadband	£ 85.56	£ 14.26
28.09.15	PWLB	Loan repayment	£ 989.10	
03.09.15	Booker/S Powell	Toilet Paper/Paper towels	£ 15.58	£ 2.60
09.09.15	Cleanse cleaning Solutions Ltd	Cleaning	£ 275.00	
07.09.15	Barclays Bank	Bank Charges	£ 10.59	
15.09.15	St Helens Council	Insurance Premium 01/07/15 - 30/06/16	£ 2,113.66	
28.09.15	St Helens Council	Rates	£ 1,208.00	
29.09.15	First Castors/S Powell	Castors for Art Exhibition Boards	£ 20.34	£ 3.39
29.09.15	United Utilities	Water & Wastewater bill	£ 175.14	
29.09.15	United Utilities	Water & Wastewater bill - Pavilion	£ 25.99	
30.09.15	Attivo Technology Ltd	Fire Alarm	£ 5,194.80	£ 865.80
TOTAL			£ 12,058.40	£ 1,208.48
Income				
	Bar Sales	£ 1,794.60		
	Main Hall	£ 570.00		
	Reception Room	£ 155.00		
	Rent	£ 1,793.25		
	Other	£ 80.00		
		£ 4,392.85		
£855.50 paid using card machine				
Current Account		September Opening Balance		Ledger Bank
				£ 5,027.06
		Total Income		£ 4,416.75
		Expenses		-£ 12,058.40
		Transfers in		£ 10,000.00
		Transfers out		-£ 647.00
		Closing Balance		£ 6,738.41
Bank Balances @ 3.09.15				
	Bar	£ 15,516.19		
	Current	£ 6,738.41		
	High Interest	£ 36,099.40		
		£ 58,354.00		
Debtors @ 30.09.15			£ 6,973.25	
Bank Balances + Debtors			£ 65,327.25	
Chairman				

APPENDIX 2

MINUTES OF A MEETING OF THE FINANCE, PLANNING AND ADMINISTRATION COMMITTEE OF RAINFORD PARISH COUNCIL HELD ON WEDNESDAY 21 OCTOBER 2015 at 6.30pm IN THE COUNCIL CHAMBER AT RAINFORD VILLAGE HALL

PRESENT: Councillors: I Brown, J Collins, P Jones (Chairman), M Lee, R Reynolds,
Sally Powell – Clerk

ABSENT: None

1. APOLOGIES: Councillor K Aspinall (Ill), D Wesley (Away)

2. PLANS:

4 sets of plans were considered plus a letter of notification of an appeal against a decision. No objections were raised.

3. INCOME & EXPENDITURE:

No Issues.

It was noted that no salaries were included in the September figures.

4. SECOND QUARTER REVIEW

Expenditure is high and over budget. It is all capital expenditure, much of which wasn't planned for in the budget, but has been necessary for example, the new fire alarm system. Expenditure over the next 6 months must be kept to a minimum. The budget for next year should include the redecoration of the hall. The increase in the precept will help the cash flow next year and the position should be more comfortable this time next year.

Councillor Brown asked how rent is paid to the Council as it used to be on a quarterly basis. The Clerk informed the meeting that all tenants pay monthly. The new tenant is currently in arrears, but this issue is being addressed.

5. ART EXHIBITION

The cost of holding the Art Exhibition is approximately £1,000.00 and the majority of work involved is done by the Staff. There is a problem with Councillors volunteering to supervise during the exhibition. The Clerk will be paid overtime for the extra hours she worked. And the Admin Asst will take time in lieu. One suggestion was to not hold the exhibition next year and see the reaction. This will be discussed further at the Full Council Meeting on 26.10.15.

6. DONATIONS TO LOCAL ORGANISATIONS

Only one request had been received from Rainford Rangers. It was agreed that £100.00 would be donated to them and £100.00 to the British Legion.

A letter from Paul Rigby, Chairman of Rainford Band, had been received by all Councillors and the Clerk. It suggested that instead of a donation from the Parish Council each year, it will send invoices for the cost price of attending the Remembrance Day Service and Civic Sunday (A total cost of £500.00). Councillor Lee stated that the Rainford Show committee give the band £50.00 for the use of the Band Room during Rainford Show. The meeting agreed to go with the suggestion in principle, but it will be discussed further at the Full Council Meeting on 26.10.15.

7. ANY OTHER BUSINESS

1. The cost of the Festive lights outside the Village Hall for this year will be £650.00. This is a 30% increase from last year. The Clerk is trying to ascertain the reason for the increase. There was some question about whether this was an acceptable expenditure and the matter will be discussed further at the Full Council Meeting on 26.10.15.
2. The expenses for the election were £184.00
3. The first monthly bill for the electricity from Opus is significantly lower than Scottish Power.

There being no other business, the meeting closed at 7.25pm.

Chairman

**APPENDIX 3
RAINFORD PARISH COUNCIL**

SECOND QUARTER REVIEW JULY – SEPTEMBER 2015

Introduction

The second quarter of the financial year has continued at pace for the Chairman of the Parish Council, the Village Hall and throughout Rainford as a whole. The Village Centre Improvement Scheme is currently being completed and the rolling out of the next phase of Rainford in Bloom is in full swing. Additionally, a new licensee took possession of the vacant first floor office. The usual routine of the Main Hall was disrupted during this time due to the installation of a new Fire Alarm system.

Parish Council

Councillor Rob Reynolds has delivered Anniversary flowers to 7 couples within the Parish. He has also been very active with the Rainford in Bloom project.

As the Parish Council does not meet in the month of August, the second quarter is a relatively quiet time for many Councillors. Some staffed the Council Chamber when the Village Hall was open for Heritage Day.

There were no changes to the members of the Council during this time.

There have been no official civic occasions during this period.

Hall

Despite it being the holiday season, the Village Hall has been busy with classes and functions during this time. Some of the regular bookings break for the summer for a number of weeks causing a reduction in income for this period. However, of the 12 weekends in this quarter, there were only three when there was only the regular Saturday morning class in the Reception Room. 1 class finished and 1 new class started during this part of the year. The Reception room has been booked more for one off meetings and the Main Hall has been used on a number of occasions for extra classes by regular users.

From July to September the Village Hall has been used for 3 Weddings and 4 other functions with the bar. In addition there were 2 functions that did not require the bar facility.

2 weekends in September are taken up with the Rainford Show and the Heritage display. No charge is made for the use of the Hall for these community events. Both organisations are exceedingly grateful to the Parish Council and expect very little from the staff in terms of setting up and clearing the hall.

There was some disruption to the Main Hall in September as the new Fire Alarm system was installed. The emergency lighting has been extended to the outside of the building and the Fire Exit signage and siting of extinguishers have been renewed where appropriate.

There have been numerous hall viewings (normally out of working hours) which have resulted in bookings for the financial year 2016/17. Currently there are the following confirmed bookings for 2016/17:

9 Weddings

5 other functions with the bar

3 functions without the bar

Bar

The bar has been smartened up during this relatively quiet period, with the caretaker's filling holes in the plasterwork and painting the walls behind the bar. The Bar manager is investigating the possibility of placing mirrors between the stock holding shelves to update the look of the bar and make the area behind the bar brighter. Additionally, shelves have been provided in the room behind the bar to improve the organisation of stock and bar sundries. The purchase of the new fridge with a small freezer section has removed the problem of maintaining a supply of ice at functions.

The latest innovation is the addition of a coffee machine. This has yet to be installed, but was purchased following an increasing number of requests for hot drinks.

During this quarter there have been some difficulties with the beer barrels leading to excessive amounts of wastage. These problems have now been resolved and despite this the stocktake at the end of September still shows a gross profit of 52%. It is hoped that this percentage will increase in the next quarter.

The Clerk's Office

The Clerk's office continues to be busy. The Admin Assistant and Clerk are currently reviewing their working hours in an attempt to have the office open longer as there appears to be a general assumption that someone is available full time.

This quarter the Clerk's office has handled:

4324 incoming emails

342 incoming phone calls

243 visitors

Staff

The main Caretaker, the Clerk and the Admin Asst have all taken Annual leave during this period. Times when more than one member of staff is off are kept to a minimum. The addition of the Assistant caretaker made this much easier and the Clerk and Admin Assistant did not have to work extra hours to cover.

Flexibility of the hours worked by the Clerk and Admin Asst is currently under review and several alternatives are being tried and tested.

Second Quarter Budget Review

INCOME

Income April – June 2015					
		Budget 2015/16	Budget to 30.06.15	Actual to 30.06.15	% ↑↓
Main Hall		12703	3176	4290	35
Reception Room		3298	825	958	16
Rent		20000	5000	3880	-22
Other		4500	1125	1148	2
Bar		11000	2750	4578	66
Precept		70450	70450	70450	0
TOTAL		121951	83326	86987	2

Income April - Sept 2015

	Budget 2015/16	Budget to 30.06.15	Actual to 30.09.15	% ↑↓
Main Hall	12703	6352	6743	6
Reception Room	3298	1649	1599	-3
Rent	20000	10000	8760	-12
Other	4500	2250	3332	48
Bar	11000	5500	13328	142
Precept	70450	70450	70450	0
TOTAL	121951	96201	104212	8

Notes on Income

1. The income from Hall lettings remains above budget overall.
2. Income from rent is still below budget, but an improvement on the first quarter.
3. The over performance of the bar compensates for the deficit of income in other areas.

EXPENDITURE

Expenditure April – June 2015					
		Budget	Budget to 30.06.15	Actual to 30.06.15	% ↑↓
Bank charges		480	120	117	-3
Insurance		3395	849	0	
Maintenance		5000	1250	1188	-5
Rates		12163	3041	3623	19
Repairs & Renewals		7150	1787	3465	94
Phone,Broadband, website ,IT		660	165	651	294
Postage & Stationery		620	155	376	142
Audit		700	175	793	353
PRS Music Licence		450	450	752	67
St Helens Council		480	120	104	-13
Subscriptions		220	55	104	89
Tenant Finding		395	0	0	
Art Exhibition		160		0	
Chairman's evening		1400	1400	1540	10
Christmas light & tree		500	0	0	
Misc.		2000	500	354	-29
Chargeable function expenses		500	125	105	-16
Electricity		2552	638	580	-9
Gas		3679	920	1752	90
Water		732	183	0	
TOTAL		43236	10809	15503	43
Bar licences		180	180	180	0
Bar purchase		12660	3165	6262	98
Bar wages		4058	1014	1011	0
Bar expenses		943	236	1172	397
Fund raising exp		3500	875	1130	29
PWLB		1968	492	0	
Pavilion		250	62.5	984	1474
Publicity		300	75	229	206
Rent		1839	1839	1934	5
S137		1000	250	221	-12
National Insurance		1300	325	282	-13
Pensions		5771	1442.75	818	-43
Salaries		38969	9742.25	9502	-2
TOTAL		72738	18185	23725	30

Expenditure					
April – September 2015	Budget	Budget to 30.09.15	Actual to 30.09.15	% ↑↓	
bank charges	480	240	231	-4	
Insurance	3395	1698	2114	25	
Maintenance	5000	2500	2611	4	
Rates	12163	7297	7247	-1	
Repairs & Renewals	7150	3575	9420	163	
Phone,Broadband, website ,IT	660	330	1090	230	
postage & stationery	620	310	407	31	
Stocks		0			
flower beds		0			
Business Hub		0			
Audit	700	350	1430	309	
HMRC Penalty		0			
PRS Music Licence	450	450	752	67	
St Helens Council	480	240	180	-25	
Subscriptions	220	110	71	-35	
Tenant Finding	395	197.5	395	100	
Art Exhibition	160	80			
Chairman's evening	1400	1400	1540	10	
Christmas light & tree	500	250			
Summer Festival		0			
Misc	2000	1000	354	-65	
Poppy Wreaths		0			
DPS		0			
Cleaning supplies (bar)		0			
Additional cash register		0			
Chargeable function expenses	500	250	348	39	
Electricity	2552	1276	1089	-15	
Gas	3679	1839.5	2603	42	
Water	732	366	373	2	
TOTAL	43236	10809	32255	198	
Bar licences	180	180	180	0	
bar purchase	12660	6330	8897	41	

bar management fees	0	0	0	0
bar wages	4058	2029	2035	0
bar expenses	943	471.5	712	51
fund raising exp	3500	1750	1130	-35
PWLB	1968	984	989	1
Pavillion	250	125	1069	755
Publicity	300	150	229	53
Rent	1839	919.5	1934	110
S137	1000	500	437	-13
National Insurance	1300	650	485	-25
Pensions	5771	2886	3463	20
Salaries	38969	19485	16945	-13
TOTAL	72738	36369	38505	6
	43236	10809	32255	198
TOTAL	115974	47178	70760	67

Notes on Expenditure

1. Budget heads for Maintenance, Repairs & renewals, telephone etc., Audit, Subscriptions, Publicity and Utilities have been averaged across the year so expenditure under some seems particularly high.
2. The amount under Repairs and Renewals includes the cost of the new Fire Alarm System which was an unexpected but unavoidable expense.
3. In sections, such as Publicity, the costs are not spread out evenly throughout the year, but are for particular events.
4. Considerations of health & Safety issues and rigorous risk assessments have instigated spending under Maintenance that was not anticipated when the budget was set.
5. The costs under Audit have been incurred as the Internal Auditor has been making monthly visits to the office to help set up a better system for recording income & expenditure. This is now complete. The cost for the external audit was higher than anticipated.
6. The increased cost of the PRS licence is due to the increased number of functions and an increase in charges.
7. The high costs of communications include the website servicing for this financial year and last year. Negotiations are currently ongoing in an attempt to lower the telephone and broadband bills.
8. The Utility bills remain very high. However, the electricity contract has been switched to an alternative supplier which will reduce the costs for the rest of the year.
9. Funding further repairs to the Pavilion has caused the original budget to be completely inadequate. However, the costs for the rest of the year should only be the utilities.
10. Bar purchases are much higher than the budget, but Bar Income is also a lot higher.
11. There should be very limited or no further expenditure under the following budget heads:

Postage & Stationery, PRS, Subscriptions, Publicity, Rent

Conclusion

Many expenditure sections are over budget, some through unforeseen circumstances. However, authorising further expenditure that has not been budgeted for must only be undertaken in extreme circumstances. All opportunities to reduce expenditure and increase income will be taken where appropriate. Income is currently over budget and every effort will be made to keep proceeds up and market the Village Hall as a venue for functions and classes. Income currently exceeds Expenditure by £33,452. The increased use of the Hall as a venue and the increased bar profits are going some way to offsetting the increase in expenditure.

Sally Powell

Clerk & RFO to Rainford Parish Council

15.10.15