

**RIVENHALL PARISH COUNCIL.
MINUTES OF THE PRECEPT MEETING HELD ON 17TH NOVEMBER 2011.**

Present: Cllrs. Abbott, Bills, Brailey, Wright and Prime.

In the Chair: Cllr. Abbott.

Also present: Parish Clerk.

527.. To receive any apologies for absence.

Apologies were received from Cllrs. Clark and Salmon.

528.. Declarations of Interest relating to the agenda.

There were no declarations made.

529.. Public Forum.

No members of the public were present at the meeting.

530.. Discussion and Agreement of the proposed budget items for year 2012/2013.

The Clerk has distributed to each Member copies of his budget estimate and anticipated end of year Bank Reconciliation Statement.

Proposed by Cllr. Prime, seconded by Cllr. Abbott and agreed unanimously that a provisional sum of up to £500.00 be allocated within the Capital Provision towards the Queen's Jubilee Celebrations to be organised by the Millennium Committee.

Proposed by Cllr. Abbott, seconded by Cllr. Bills and unanimously agreed that the following Budget figures, as presented by the Clerk/RFO be agreed for the year 2012/2013:

<u>Parks & Open Spaces...</u>	£5345.00
<u>Administration...</u>	£7755.00
<u>Payments made under Section 137...</u>	£125.00
<u>Agency grass cutting...</u>	£300.00
<u>Capital Projects...</u>	£8000.00

531.. Requirements under the Audit Regulations.

i. Appointment of Responsible Financial Officer (RFO).

Proposed by Cllr. Abbott, seconded by Cllr. Wright and unanimously agreed that the Parish Clerk continue as the Responsible Financial Officer for the year 2012/2013.

ii. Appointment of Internal Auditor.

Proposed by Cllr. Prime, seconded by Cllr. Wright and unanimously agreed that Mrs Ann Clarke be reappointed Internal Auditor for the year 2012/2013.

532.. To set the Precept for the year 2012/2013.

Taking the budget figures at item 530 above, the proposed budget for 2012/2013 is £13525.00 excluding £8000.00 from reserve funds for capital Projects.

Less the estimated overall budget saving for 2011/2012 of £1736.00 and the BDC's PSG figure of £1737.00 the estimated budget expenditure for 2012/2013, therefore, is £10052.00.

Proposed by Cllr. Abbott, seconded by Cllr. Wright and unanimously agreed that a precept amount of £9309.00 be levied for the year 2012/2013.

This gives a Band D equivalent Council Tax of £31.92.

This Budget and Precept was recommended for final approval at the next Parish Council meeting on 6th December 2011.

533.. To consider planning applications with decision date prior to December PC meeting.

There were no planning applications to be considered at this meeting.

534.. Date of the next meeting.

Tuesday 6th December 2011 in The Henry Dixon Hall, commencing at 20.00 hours.

535.. Closure.

The Chairman closed the meeting at 21.10 hours.

Signed:

Date:

CHAIRMAN