

# ST JAMES, ISLE OF GRAIN, PARISH COUNCIL

## MINUTES

30<sup>th</sup> JANUARY 2018

PARISH COUNCIL MEETING HELD  
IN THE VILLAGE HALL AT 19:00

**Present:**

Councillor P Blakeley  
Councillor Mrs V Cordier (Chairman)  
Councillor A G Jones  
Councillor P E Ramsey  
Councillor D Warrington

**In Attendance:**

Mrs Christine Gurr – Parish Clerk  
Ward Councillor Mick Pendergast  
Ms Caroline Hardiman – wHoo Cares

**Recording, filming and broadcasting of the meeting:**

- The Chairman reminded members of the press and public of their rights under the Local Government Audit and Accountability Act 2014.

**Apologies for absence (received and accepted):**

Councillor J Driscoll - On holiday  
Councillor Mrs J Valentine - Family commitment

*(To avoid possible disqualification under the 6-month rule, Councillors must provide a reason for non-attendance)*

**Declarations of disclosable pecuniary Interests (DPIs):**

- A member need only disclose at any meeting the existence of a disclosable pecuniary interest (DPI) in a matter to be considered at that meeting **if** that DPI has not been entered on the disclosable pecuniary interests register maintained by the Monitoring Officer.
- A member disclosing a DPI at a meeting must thereafter notify the Monitoring Officer in writing of that interest within 28 days from the date of disclosure at the meeting.
- A member **may not participate** in a discussion of or vote on any matter in which he or she has a DPI (both those already registered and those disclosed at the meeting) and **must withdraw** from the room during such discussion/vote.
- Members may choose to voluntarily disclose a DPI at a meeting even if it is registered on the council's register of disclosable pecuniary interests but there is no legal requirement to do so.
- Members should also ensure they disclose any other interests which may give rise to a conflict under the council's code of conduct.
- In line with the training provided to members by the Monitoring Officer members will also need to consider bias and pre-determination in certain circumstances and whether they have a conflict of interest or should otherwise leave the room for Code reasons.

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The following DPIs were received:

Agenda Item	Name of Member	Reason
10	Councillor P Blakeley Councillor Mrs V Cordier Councillor A G Jones Councillor P E Ramsey Councillor D Warrington	Approval of Precept for 2018/19 <ul style="list-style-type: none"><li>Residents of the parish to which the Precept refers</li></ul>

The following dispensations were granted:

- At the Parish Council Meeting held on 25<sup>th</sup> October 2016 Dispensations were granted to all members to cover the period from 25<sup>th</sup> October 2016 to 1<sup>st</sup> May 2019 - Minute No. 16.212 – for annual setting of budget and precept.
- At the Parish Council Meeting held on 30<sup>th</sup> January 2018 a Dispensation was granted to Councillor P E Ramsey to cover the period from 30<sup>th</sup> January 2018 to 1<sup>st</sup> May 2019 for annual setting of budget and precept.

*(A Councillor who declares a DPI must withdraw from the room unless a dispensation has been obtained from Medway Council's Monitoring Officer)*

**Declarations of Gifts and/or Hospitality:**

- None

**Urgent matters by reason of special circumstances**

- None

## 18.01 Minutes

The Minutes of the meetings held on 28<sup>th</sup> November and 12<sup>th</sup> December 2017 were accepted as an accurate record of the proceedings.

## ITEMS FOR DISCUSSION, RESOLUTION, OR REPRESENTATIONS

### 18.02 Approval of Hire Charges for 2018/19

The Clerk presented a schedule of Hire Charges for Parish Council Properties for 2017/18, *per* Appendix 1.

#### **Action/Comments Agreed:**

It was proposed by Councillor Warrington, seconded by Councillor Jones, and agreed unanimously, that the schedule be accepted and the following actions agreed:

- Display schedule on the Notice Boards;
- Add to website;
- Copy to all members;
- Ward Councillor Pendergast commented that professional DJs often had their own PRS Licence and that this should be checked when bookings for music events were planned.

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## 18.03 Approval of Meeting Schedule for 2018/19

The Clerk presented a schedule of meeting dates for 2018/19, *per* Appendix 2.

### **Action/Comments Agreed:**

The schedule was accepted without amendment and the following actions agreed:

- Display schedule on the Notice Boards;
- Add to website;
- Copy to all members.

## 18.04 Amendment to website home page

Members considered the following, in conjunction with a report from the Clerk that she has received several enquiries about burial services from people who have accessed the PC website but believed it was the website for St James' Church:

- Current website home page displaying a photograph of St James' Church

### **Action/Comments Agreed:**

- Provide suitable photographs for consideration;
- Agenda for February PC meeting.

## 18.05 Report on KALC General Data Protection Regulations Workshop – 24<sup>th</sup> January 2018

- General Data Protection Regulations come into force in May 2018. This is European Legislation which the UK must abide by until Brexit;
- The UK Government is preparing its own Data Protection Act to correspond with the European law;
- The main element in the new regulations is that control of data reverts to the individual and organisations holding data must obtain permission to do so from the data subject;
- Every Council must appoint a Data Protection Officer;
- The Clerk cannot be the Data Protection Officer as they must be independent – much the same as the Internal Auditor role;
- GDPR now covers paper records;
- GDPR places great emphasis on Cyber security;
- The Company giving presentation was called Satswana and they offer a DPO service for £150 per year – service is remote – no need to visit unless there is a security breach;
- First actions must be:
  - To upgrade to Windows 10 Pro which includes Windows Defender and BIT LOCKER which is encryption software
  - Set up three-man committee to set out rules for DP when new act comes into force;
  - Councillors to return any confidential papers at the end of the meeting to the Clerk for destruction
  - Caretaker to return out of date booking forms to Clerk for destruction

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- Documents which are no longer required by Councillors should be returned to the Clerk for destruction
- NALC will be issuing a Toolkit in the next week or two which will be forwarded to all Clerks.

**Action/Comments Agreed:**

- Accept quotation from Satswana to provide the DPO service;
- Investigate the cost of a new PC with Windows 10 Pro software;
- Ward Councillor Pendergast offered to fund the purchase of an upgraded PC from his Ward Improvement Grant;
- Agenda for February PC meeting.

**18.06 Consultation: Natural England Call for data November 2017 to February 2018**

Members discussed the following documents:

- Email dated 30<sup>th</sup> November 2017 from Natural England enclosing:
  - Activity Data Call - Submission Guidelines;
  - Habitats and Species Data Call – Submission Guidelines.

**Action/Comments Agreed:**

Members had no comments to make other than to query what is being discharged from the Southern Water Pumping Station in Smithfield Road.

**18.07 Parish Council Vacancy**

The Clerk reported that no applications for the vacancy had been received and members then reviewed the following document:

- Wanted! - Parish Councillor Notice dated 14<sup>th</sup> November 2017 giving a deadline for applications of 23<sup>rd</sup> January 2018.

**Action/Comments Agreed:**

- Redesign and issue new Notice with a deadline for applications of 20<sup>th</sup> April;
- Agenda for April PC meeting.

**19:14 Exclusion of the Press and Public**

***The Parish Council resolved that under Section 100A(4) of the Local Government Act 1972, the Press and Public be excluded from the meeting for the consideration of the following items on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 1 in Part 1 of Schedule 12A of the Act.***

**18.08 Approval of Salaries for 2018/19**

The Clerk presented a schedule of Salary Rates for 2018/19.

**Action/Comments Agreed:**

The schedule of Salary Rates for 2018/19 was agreed.

**19:44 The meeting was re-opened to the Press and Public.**

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## 18.09 Approval of Precept for 2018/19

The Clerk (and Responsible Financial Officer) presented the 2018/19 budget for consideration as follows:

- The precept has been increased by £2,638 from £30,576 to £33,214;
- The Precept per Band D Dwelling will therefore be £77.28 which is an increase of £4.92 over 2017/18 and equates to a percentage increase of 6.81%;
- A revenue carry forward figure of £2,000 has been included;
- The tax base for 2018/19 has increased from 428.68 to 429.76;
- The Rural Liaison Grant for 2018/19 is £2,780 (as notified by Medway Council on 17<sup>th</sup> January 2018);
- The CTRS Grant for 2018/19 is £4,908 (as notified by Medway Council on 17<sup>th</sup> January 2018);
- Central Government has confirmed that the proposal that Parish Councils are included in the requirement for a referendum if Council Tax increases in excess of 2% are imposed will not be implemented for the 2018/19 tax year.

### **Action/Comments Agreed:**

- It was proposed by Councillor Warrington, seconded by Councillor Ramsey, and agreed unanimously, that the precept for 2018/19 be set at £33,214 *per* Appendix 3.
- The Clerk was thanked for all her hard work in producing such a clear and detailed report.

## PLANNING

### 18.10 Planning Consents and Refusals

The following applications have been determined by Medway Council:

**MC/17/3411**

*Approved – 29/11/17*

**Co Op Food Store, 27-29 High Street, Isle of Grain, ME3 0BJ**

- *Advertisement consent for installation of two internally-illuminated fascia signs; an internally-illuminated and non-illuminated projecting sign and two non-illuminated wall mounted aluminium panels.*

**MC/17/3330**

*Approved – 01/12/17*

**BP Oil UK Ltd, Aviation Fuel Terminal, Grain Road, Isle of Grain**

- *Construction of additional single storey extensions to sides of existing office building*

**MC/17/3461**

*Approved – 04/12/17*

**25 Coronation Road, Isle of Grain, ME3 0DA**

- *Construction of a single storey rear*

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*extension*

**MC/17/3207**

**BP Oil UK Ltd, Aviation Fuel Terminal,  
Grain Road, Isle of Grain**

*Approved – 07/12/17*

- Reinstatement of two fuel tanks

**MC/17/4115**

**Land at Rear of 23 Chapel Road, Isle of  
Grain, ME3 0BQ**

*Refused – 30/01/18*

- Construction of three 2-bedroomed detached dwellings with associated parking and landscaping

## 18.11 Planning Applications

None notified.

## CORRESPONDENCE AND CLERK'S REPORT

### 18.12 Consultation on Review of the Guide to Developer Contributions 2014

Email dated 26<sup>th</sup> January 2018 from Medway Council giving details of the above consultation for comment by 9<sup>th</sup> March 2018.

**Action/Comments Agreed:**

- Circulate document to all members;
- Agenda for February PC Meeting

### 18.13 Kent Police PCSO List

Email dated 26<sup>th</sup> January 2018 from Medway Council enclosing a list of PCSOs for the various wards throughout Medway.

**Action/Comments Agreed:**

Forward email to all members.

### 18.14 Medway Council Member's Code of Conduct

Email dated 26<sup>th</sup> January 2018 from Medway Council enclosing a summary of the above document which came into effect on 1<sup>st</sup> January 2018.

**Action/Comments Agreed:**

Agenda for February PC meeting.

### 18.15 Brain Tumours – using your local influence to help find a cure

Email dated 22<sup>nd</sup> January 2018 from Brain Tumour Research asking for help in raising awareness of brain tumours and raise funds for research into finding a cure.

**Action/Comments Agreed:**

Contents noted.

### 18.16 Tree Works on the edge of Playing Field

A report was received from a resident that one of the trees on the edge of the playing field in Green Lane was causing interference with telephone/broadband reception.

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Following a site visit a quotation was obtained from A Cut Above Tree Services Ltd:

- Tree works on the edge of the playing field and road and on the corner of the adjacent property - £570 plus VAT

**Action/Comments Agreed:**

Members agreed, in principle, to accept quotation on the following conditions:

- That BT had failed to carry out this work when requested by the resident;
- That the contractor was experienced in clearing telephone cables and that no liability would fall to the Parish Council if the cable was damaged.

**18.17 DfT Proposals for a Major Road Network Consultation**

Email dated 9<sup>th</sup> January 2018 from KALC giving details of the above consultation for comment by 19<sup>th</sup> March 2018.

**Action/Comments Agreed:**

- Circulate document to all members;
- Agenda for February PC Meeting.

**18.18 Information Items**

The following documents were circulated, forwarded or copied to all members:

**Campaign to Protect Rural England**

- A Dozen Delights from CPRE – email 03/01/18
- What does the 25 year environment plan mean for the countryside? – email 12/01/18

**Kent Association of Local Councils**

- NALC Chief Executive's Bulletins:
  - 40 – 10/11/17
  - 43 – 01/12/17
  - 45 – 15/12/17
  - 46 – 19/12/17
  - 47 – 19/12/17
  - 01 – 05/01/18
  - 02 – 12/01/18
  - 03 – 19/01/18
  - 04 – 26/01/18
- Electronic cigarette battery explosion – email 05/12/17
- Event Announcement – email 03/01/18
- Doorstep criminals claiming to be from Energy Company – email 08/01/18
- Community Policing Volunteer (CPV) New role – 09/01/18
- 200 more Police Officers and investment in 101 – funding statement for 2018/19 – email 12/01/18
- Kent Carers Matter – email 17/01/18
- Avian Influenza – email 22/01/18

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- KALCs Annual Planning Conference – email 26/01/18

## **Kent Fire & Rescue Service**

- Safety and Wellbeing Plan – email 08/12/17
- Business Bulletin – email 03/01/18
- Time for a cuppa? – email 26/01/18

## **Medway Council**

- Major Works Lists:
  - 04/12/17
- Medway Matters
  - 26/01/18

## **UK Power Networks**

- Storm Eleanor – email 03/01/18
- Storm Fionn – email 17/01/18

### ***Action/Comments Agreed:***

Contents noted.

## **COMMITTEE REPORTS**

### **18.19 Finance Committee**

#### ***Finance & Expenditure Approval***

It was proposed by Councillor Warrington, seconded by Councillor Ramsey, and agreed, that all cheques, *per* Appendix 3, be passed for payment.

#### Total Payments:

- Revenue Account £6,627.82
- Capital Account Nil

#### Receipts Banked:

- Revenue Account £1,100.80
- Capital Account Nil

#### ***Minutes of Finance Committee Meeting***

The minutes of the meeting held on 23<sup>rd</sup> January 2018 were accepted.

### **18.20 General Purposes Committee**

#### ***Items to be considered at the next committee meeting***

- Battle's Over – A Nation's Tribute
- Volunteer for 2018 Fete
- Review of Gator & Tractor Log Sheets
- Review Play Park inspection sheets

#### ***Minutes of General Purposes Committee Meeting***

The minutes of the meeting held on 23<sup>rd</sup> January 2018 were accepted.



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## REPRESENTATIVES' REPORTS

- 18.21 KALC Medway Area Committee**  
No meeting to report on. The date of the next scheduled meeting has not yet been notified.  
**Action/Comments Agreed:**  
Report noted.
- 18.22 Medway Council's Local Access Forum**  
No meeting to report on. The date of the next scheduled meeting has not yet been notified.  
**Action/Comments Agreed:**  
Report noted.
- 18.23 Medway Council's Rural Liaison Committee**  
No meeting to report on. The date of the next scheduled meeting has not yet been notified.  
**Action/Comments Agreed:**  
Report noted.
- 18.24 Medway Council's Urban Parks & Green Spaces Forum**  
No report available.
- 18.25 Police Liaison**  
Councillor Jones gave a verbal report of the meeting held on 9<sup>th</sup> January 2018 which had been well attended although there was no police presence. Councillor Warrington also gave a verbal report of the Drop-In Session at Gun Wharf on the same evening and reported that these sessions will be held on the first Tuesday of each month.  
**Action/Comments Agreed:**  
Reports noted.
- 18.26 Youth Liaison**  
Email dated 12<sup>th</sup> January 2018 from Lindsay Hartney stating that they have been through their re-structure and she is happy to say that they will be continuing the youth club session at Grain. However, the sessions will be moved from Tuesday to Thursday.  
**Action/Comments Agreed:**  
Report noted.
- 18.27 Grain Coastal Park Report/Issues**  
No report available.
- 20:46** *There being no further business, the meeting was closed.*

Signed: 

Date: 27/02/2018

**APPENDIX 1**  
**ST JAMES, ISLE OF GRAIN, PARISH COUNCIL**  
**HIRE CHARGES FOR PARISH COUNCIL PROPERTIES**  
**1<sup>st</sup> APRIL 2018 TO 31<sup>st</sup> MARCH 2019**

**VILLAGE HALL**

<b>Annual Lettings: Monday to Friday</b>		
- Grain Organisations	- £9.80 per session	See Notes 2, 3, 9 & 10 below
- Outside Organisations	- £18.00 per session	See Notes 2, 3 & 10 below
<b>Casual Lettings: Sunday to Friday</b>		
- Residents	- £9.80 per hour	See Notes 4, 5 & 10 below
- Non-residents	- £18.00 per hour	See Notes 4, 5 & 10 below
- Charitable/Non-profit Organisations	- Special rates and conditions are available, on application	
<b>Day Rate: Monday to Sunday</b>		
- Private Parties (Residents)	- £235 per day	See Notes 1 & 5 below
- Public Events (Residents)	- £270 per day	See Note 1 & 10 below
- Non-residents	- £460 per day	See Note 5 & 10 below
- Charitable/Non-profit Organisations	- Special rates and conditions are available, on application	

**PLAYING FIELDS & PAVILION**

<b>St James' Playing Field &amp; Pavilion</b>		
- Youth Club	- As per agreement with Medway Council Youth Service	
- Adult Football Club	- £370 per season	See Notes 6 & 8 below
- Day rate	- £60 per day + VAT	See Note 8 below
- Commercial	- £410 per day + VAT	See Note 8 below
<b>Seaview Meadow</b>		
- Grain Junior Football Club	- Free	See Note 7 below
- Day rate	- £35 per day + VAT	
- Commercial	- £255 per day + VAT	

**GARAGES**

Garages – St James' Close and St James' Road	- £33.00 per month + VAT
Garages – Pintail Close & Village Hall Garage	- £27.50 per month + VAT

**EXPLANATORY NOTES**

Note 1:	A refund of £100 can be claimed if the Hall is left clean, tidy and undamaged (as per conditions stated on Refund Claim Form)
Note 2:	Bookings accepted at a concessionary rate may be liable to cancellation if in conflict with a full-rate booking
Note 3:	A session is a maximum of 3 hours (or part thereof)
Note 4:	A maximum of 5 hours (or part thereof)
Note 5:	Bookings will not be accepted for birthday or other parties for 15 to 18 year olds
Note 6:	An additional deposit of £100 is payable on 1 <sup>st</sup> September, together with 50% of the hire charge for the season (the remaining 50% will be payable on 1 <sup>st</sup> January)
Note 7:	A charge will be made if line marking is required
Note 8:	The Pavilion is only available for hire in conjunction with the adjacent playing field
Note 9:	Two free sessions per year, subject to conditions
Note 10:	PRS royalties will be payable for the public performance of music

**APPENDIX 2**  
**ST. JAMES, ISLE OF GRAIN, PARISH COUNCIL**  
**SCHEDULE OF MEETINGS FOR 2018/19**

(Held in the GP Surgery, Village Hall, Chapel Road, Isle of Grain, ME3 0BY)

Month	Date	Start Time	Meeting
<b>2018</b>			
January	Tuesday, 23 <sup>rd</sup>	19:00	Finance Committee
		19:45 (See Note 4)	General Purposes Committee
	Tuesday, 30 <sup>th</sup>	19:00	Parish Council
February	Tuesday, 27 <sup>th</sup>	19:00	Parish Council
March	Tuesday, 27 <sup>th</sup>	19:00	Parish Council
April	Tuesday, 10 <sup>th</sup>	19:00	Finance Committee
		19:30 (See Note 1)	General Purposes Committee
	Tuesday, 24 <sup>th</sup>	19:00	Parish Council
May	<b>Tuesday, 15<sup>th</sup></b>	<b>19:30 for 20:00</b>	<b>Parish Meeting (See Note 2)</b>
	Tuesday, 29 <sup>th</sup>	19:00	Annual Parish Council
	Tuesday, 29 <sup>th</sup>	19:15	Parish Council
June	Tuesday, 26 <sup>th</sup>	19:00	Parish Council
July	Tuesday, 10 <sup>th</sup>	19:00	Finance Committee
		19:30 (See Note 1)	General Purposes Committee
	Tuesday, 31 <sup>st</sup>	19:00	Parish Council
August	Tuesday, 21 <sup>st</sup>	19:00 (See Note 3)	Parish Council
September	Tuesday, 25 <sup>th</sup>	19:00	Parish Council
October	Tuesday, 9 <sup>th</sup>	19:00	Finance Committee
		19:30 (See Note 1)	General Purposes Committee
	Tuesday, 30 <sup>th</sup>	19:00	Parish Council
November	Tuesday, 27 <sup>th</sup>	19:00	Parish Council
December	Tuesday, 11 <sup>th</sup>	19:00 (See Note 3)	Parish Council
<b>2019</b>			
January	Tuesday, 22 <sup>nd</sup>	19:00	Finance Committee
		19:45 (See Note 4)	General Purposes Committee
	Tuesday, 29 <sup>th</sup>	19:00	Parish Council
February	Tuesday, 26 <sup>th</sup>	19:00	Parish Council
March	Tuesday, 26 <sup>th</sup>	19:00	Parish Council
April	Tuesday, 9 <sup>th</sup>	19:00	Finance Committee
		19:30 (See Note 1)	General Purposes Committee
	Tuesday, 30 <sup>th</sup>	19:00	Parish Council

- Note 1: Meeting will start no earlier than 19:30 and no later than 20:15  
 Note 2: Public meeting held in the large Village Hall  
 Note 3: Authorization of accounts and urgent business only  
 Note 4: Meeting will start no earlier than 19:45 and no later than 20:15

### APPENDIX 3

## ST JAMES, ISLE OF GRAIN, PARISH COUNCIL FINAL BUDGET FOR 2018/19 PRECEPT CALCULATION

Year End Balance	2017/18
2016/17 Balance brought forward	£145,241
Less: Unapplied Capital Account @ 31/12/17	-£72,614
<i>Revenue Balance</i>	£72,627
Add: Receipts @ 31/12/17	£57,267
Less: Payments @ 31/12/17	-£119,969
<i>Revenue Balance</i>	£9,925
Add: Estimated 3 months receipts	£13,183
Less: Estimated 3 month payments	-£20,727
<i>Revenue Balance</i>	£2,381
Add: VAT Repayments due to 31/12/17	£1,682
Add: Cash in hand	£0
<i>Revenue Balance</i>	£4,063
<b>Year-end revenue balance to carry forward</b>	<b>£4,063</b>

2017/18	<u>Precept Calculation</u>	2018/19
£65,979	Estimated Payments to 31st March 2019	£66,252
-£23,015	Less: Estimated Receipts to 31st March 2019	-£23,350
£42,964		£42,902
-£7,668	Less: CTRS and Rural Liaison Grants (as notified by MC 17/01/18)	-£7,688
-£4,720	Less: Proportion of year-end revenue carry forward balance	-£2,000
<b>£30,576</b>	<b>PRECEPT</b>	<b>£33,214</b>
£1,208	Increase/Decrease	£2,638
428.68	Tax Base	429.76
<b>£72.36</b>	<b>Precept per Band D Dwelling</b>	<b>£77.28</b>
£2.11	<i>Increase over previous year</i>	<b>£4.92</b>
3.00%	<i>Percentage Increase</i>	<b>6.81%</b>

**APPENDIX 3**  
**ST. JAMES, ISLE OF GRAIN, PARISH COUNCIL**  
**FINAL BUDGET FOR 2018/19 - PAYMENTS**

2016/17 Actual £		2017/18 Budget £	2017/18 9 Month Actual £	2017/18 3 Month Estimate £	2017/18 Estimated Outcome £	%	2018/19 Budget Estimate £	
<b>Administration &amp; General</b>								
30,055	Salaries	30,568	23,580	7,145	30,725	101%	<b>32,162</b>	Note 9
5,454	Insurance	5,500	4,594	0	4,594	84%	<del>4,600</del>	
1,872	Administration	2,100	1,054	1,046	2,100	100%	2,100	
2,400	Stationery & Equipment	2,100	1,732	368	2,100	100%	2,100	
687	Telephone & Postage	800	534	266	800	100%	800	
645	KAPC & Subscriptions	680	615	65	680	100%	680	
934	Audit	1,000	881	119	1,000	100%	1,000	
500	Section 137 Expenditure	510	216	294	510	100%	<b>650</b>	Note 12
150	Chairman's Allowance	160	40	120	160	100%	160	
569	Miscellaneous	650	4,079	100	4,179	643%	650	
<b>43,266</b>		<b>44,068</b>	<b>37,325</b>	<b>9,523</b>	<b>46,848</b>	<b>106%</b>	<b>44,902</b>	
<b>Village Hall</b>								
742	Business Rates	600	0	0	0	0%	600	
3,532	Gas	5,000	1,262	3,738	5,000	100%	5,000	Note 10
4,317	Maintenance & Repairs	4,200	5,095	2,500	7,595	181%	4,200	
1,072	Electricity	1,600	751	849	1,600	100%	1,600	Note 10
280	Water	300	89	211	300	100%	300	
100	Refunds & Performing Rights	300	735	0	735	245%	<b>500</b>	Note 5
<b>10,043</b>		<b>12,000</b>	<b>7,932</b>	<b>7,298</b>	<b>15,230</b>	<b>127%</b>	<b>12,200</b>	
<b>Pavilion &amp; Open Spaces</b>								
3,600	General Main't & Repairs	4,500	3,443	1,757	5,200	116%	4,500	
0	Pavilion Main't & Repairs	500	135	600	735	147%	500	
0	Garages Main't & Repairs	500	0	500	500	100%	500	
238	Water	300	2,541	2,648	5,189	1730%	300	
695	Electricity	800	392	204	596	74%	800	Note 10
<b>4,533</b>		<b>6,600</b>	<b>6,511</b>	<b>5,709</b>	<b>12,220</b>	<b>185%</b>	<b>6,600</b>	
647	Election Costs Reserve	1,250	0	0	0	0%	1,250	Note 3
647	Equipment Replacement	1,300	540	0	540	42%	1,300	
<b>58,490</b>	<b>TOTALS</b>	<b>65,218</b>	<b>52,309</b>	<b>22,530</b>	<b>74,839</b>	<b>115%</b>	<b>66,252</b>	

### APPENDIX 3

## ST. JAMES, ISLE OF GRAIN, PARISH COUNCIL FINAL BUDGET FOR 2018/19 RECEIPTS (EXCLUDING PRECEPT)

2016/17 Actual £		2017/18 Budget £	2017/18 9 Month Actual £	2017/18 3 Month Estimate £	2017/18 Estimated Outcome £	% %	2017/18 Budget Estimate £	
<b>Administration &amp; General</b>								
418	Capital Account Interest	420	312	0	312	74%	300	Note 6
256	Wayleaves	260	245	15	260	100%	260	
7,369	Miscellaneous	1,000	179	821	1,000	100%	400	
<b>8,043</b>		<b>1,680</b>	<b>737</b>	<b>836</b>	<b>1,573</b>	<b>94%</b>	<b>960</b>	
<b>Village Hall</b>								
19,066	Lettings & PRS	13,400	5,347	8,195	13,542	101%	13,800	Notes 4 & 5
<b>19,066</b>		<b>13,400</b>	<b>5,347</b>	<b>8,195</b>	<b>13,542</b>	<b>101%</b>	<b>13,800</b>	
<b>Pavilion &amp; Open Spaces</b>								
6,811	Garages Rent	6,535	4,385	2,552	6,937	106%	6,900	Note 7
0	Playing Field Rent	0	80	200	280		290	
0	W/House Agricultural Rent	1,400	0	1,400	1,400	100%	1,400	Note 8
<b>6,811</b>		<b>7,935</b>	<b>4,465</b>	<b>4,152</b>	<b>8,617</b>	<b>109%</b>	<b>8,590</b>	
<b>33,920</b>	<b>TOTALS</b>	<b>23,015</b>	<b>10,549</b>	<b>13,183</b>	<b>23,732</b>	<b>103%</b>	<b>23,350</b>	

18/25 ✓

## APPENDIX 3

### ST. JAMES, ISLE OF GRAIN, PARISH COUNCIL

### FINAL BUDGET FOR 2018/19

### NOTES

- 1 Figures in **bold** indicate an increase in budget.
- 2 **Shaded figures indicate a decrease in budget.**
- 3 An election costs reserve has been included as per report from Rural Liaison Committee dated 3rd December 2013.
- 4 Rent for GP Surgery remains the same as for 2017/18. Reimbursement of utility costs for the GP Surgery has not been included as the annual figure still needs to be assessed.
- 5 Village Hall letting fees have been increased by 2% (rounded up/down as appropriate). PRS fees have been added.
- 6 A nominal sum for capital account interest has been included as no investments are held at present.
- 7 The rent for 17 garages has not been increased. The additional three garages in Pintail Close are used for storage of PC equipment.
- 8 Whitehouse Farm agricultural rent has been included as a new agreement is being negotiated.
- 9 Clerk's Salary has been aligned to SCP28 as per 2016-2018 National Salary Award which comes to an end on 31/03/18. A 2% increase from 01/04/18 has been proposed but not yet confirmed. Caretaker's salary has been aligned to National Living Wage which will be increased on 01/04/18.
- 10 Utilities budgets are unaltered as the annual costs under the fixed-term contract (which commenced in July 2017) still need to be assessed.
- 11 The Tax Base figure for 2018/19 is 429.76 as notified by Medway Council on 17/01/18.
- 12 Section 137 Budget has been increased to cover possible additional costs in respect of Christmas tree display.

