19th August 2019

Briefing Note for this evenings meeting.

Our NP consultant informed the office in my absence (Holiday) that he had reached the end of his pre-arranged operational financial limit – That being £15K and asked for authority to carry on with another budget.

This authority and the setting of a new agreed limit requires F&GP agreement. The need to ensure the process of NP consultation (Andrew @ Squires) was not interrupted significantly required for an EOM to be called which we have done.

Last Year we covered all the Neighbourhood Plan costs via obtaining successfully a locality grant of £9,000 – therefore not using any SPC funds or Earmarked reserves at all.

This year we were going for another Locality Grant of £8K, and the application for this was completed in June, however the function of this grant was primarily to cover the SEA / Site Housing allocation assessments which following our Full Council meeting on the 24th July we no-longer need. It seems the type of plan we are attempting to deliver will not allow us to gain funding, although I am checking this out with the Groundworks (locality) Team. Supplemental to any successful Grant bid we put in place last year an Earmarked reserve of £15K as it had been suggested the total cost of this year's NP expenditure was to be up to £23K.

We have currently spent £4,619 {processed through the system} and we have £7793.11 Net {£9354.05 Gross}. The Current Total NP expenditure this year is therefore £12,412.11.
You will notice that this does not precisely tally with Andrew and his Squires spending cap – This is because initial Squires invoices were relating to work completed last year and have therefore been taken care of under last year's accruals (NB -Our total costs include all NP related expenditure – not just Squires).
Also we can claim the VAT back so it means in actual fact there is still approx. £2,600 of Earmarked reserves available part of which we can still use in respect of re-engaging Andrew's services forthwith.

In terms of the future financial picture I asked Andrew to give me a precis of his thoughts as to what he believes our future expenditure might be and he sent me yesterday (Hence the delay in getting this note to you) his thoughts – attached.
In actual fact you will note that the total spend is still in the region of what Andrew said it was going to be in the first instance – The only things that have changed in the meantime is the lack of external funding (which as I say I am still discussing) and some additional hours Andrew has spent helping us answer public questions, attending the odd additional meeting and the odd assisting with compilation of briefing papers and alike.

My thoughts would be to suggest therefore this evening we agree to extend the Earmarked reserve pot by the amount Andrew has suggested or similar. Knowing that if we can achieve some success I grant application that this would reduce the actual amount of Earmarked reserves required.

I have attached for reference also previous invoices for your background information.