

Minutes of Finance Committee Meeting 24th November 2016
Elmstead Parish Council – Finance Committee
Community Centre, School Road, Elmstead Market, CO7 7ET

Present: Councillors Redding (Chairman), Fairweather, Routledge
Mrs Baxter (clerk)

Meeting chaired by Cllr. Redding
Meeting commenced at 7.30pm

- 16/034 Apologies of Absence**
Cllrs Bell and Beecham sent their apologies as they both had previous engagements.
- 16/035 Declaration of Pecuniary Interests and Non Pecuniary Interests**
Cllr Routledge declared an interest in item 16/037 as she is a member of Elmstead in Bloom. Cllr Routledge was given a dispensation to take part in the discussion as there were only 3 councillors present.
- 16/036 To approve and sign the Minutes of the meeting of 13th October 2016.**
It was resolved to accept the Minutes of the meeting of 13th October 2016 as true and accurate. Proposed: Cllr Redding, all in favour
- 16/037 Grants for village organisations for 16/17**
To discuss the grant applications and decide a recommendation for the council.
For the agreed recommended amounts see “Finance Committee Grant Recommendations for 2016/17” attached.
The clerk updated the committee with the correspondence received from St Anne and St Laurence Church to inform us that the PC is responsible for maintaining the burial grounds and requesting an annual contribution towards the cost (as is done by Alresford and Thorington PCs for their Parish Churches.) The clerk had concluded from her research that a PC could only be responsible for closed burial grounds after being served with a written notice by a PCC. This was confirmed by EALC (Essex Association of Local Councils).
It was discussed that the clerk contact the Churchwarden to let him know that we had taken advice and ask if they had legal grounds to believe the PC is responsible. The clerk is also to check which power the council could use if it decided to contribute to the upkeep on an annual voluntary basis, instead of giving a grant through the annual grants process.
- 16/038 2017/18 Budget and Precept**
To discuss and agree a budget for 2017/18. To discuss the 2017/18 precept request and timing.
A draft budget was agreed – see “2017/18 Draft Budget as agreed in 24 Nov 16 FC Meeting”. The Finance Committee are to meet again in January to agree a final budget to recommend to the Full Council for resolution in the January meeting. The precept request will need to go to TDC shortly after the January meeting.
The clerk is to ask Market Field School for an estimate of the field maintenance costs.
Streetlights were discussed – before the next annual maintenance the clerk is to contact the contractor to discuss changing bulbs for LED. (Subject to decisions made by the PC regarding LED lights in the meantime.)

Signature

Date

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It was agreed to use spinal column point 22 from the NJC pay scales for the clerk's salary from April 2017 for the draft budget.

Reserves, it was agreed to reduce the annual increase in mower reserve to £500 as there will be £6,500 already reserved at the start of 17/18 and we have enough anticipated years of service from the machine to save the likely replacement costs (incorporating a trade in value for our current mower).

It was agreed to increase the annual increase in legal fees reserves to £500 to shorten the time it will take to reach an agreed target of £5,000 (agreed 14th January 2016 FC agenda item 16/005.)

16/039 Matters raised by Councillors for the next agenda or for information only.

The next meeting will be the 16th January 2017.

The meeting closed at 9.50pm

Minuted by Mrs. A Baxter
24th November 2016
Contact: elmsteadparish@gmail.com
01206 827139

Signature

Date