

Minutes 10th January 2019
Elmstead Parish Council – Finance Committee
Community Centre, School Road, Elmstead Market, CO7 7ET

Present: Councillors Jean Routledge (Chairman), Nick Bell and Martine Ward
Mrs Baxter (clerk)

Meeting commenced at 7.30pm

- 19/001 Apologies of Absence**
Cllr Kirby sent his apologies as he was not well.
- 19/002 Declaration of Pecuniary Interests and Non Pecuniary Interests**
None
- 19/003 To approve and sign the Minutes of the meeting of 22nd November 2018.**
It was resolved to accept the Minutes of the meeting of 22nd November 2018 as true and accurate.
Proposed: Cllr Routledge, Seconded: Cllr Ward, all in favour.
- 19/004 2018/19 Third Quarter Review**
To review the expenditure for the third quarter of 2018/19 against the set budget.
The expenditure was reviewed and it was noted that the reasons for any overspend are clear. The committee were happy with the review.
- 19/005 2019/20 Budget and Precept**
To discuss and agree a budget for 2019/20 to recommend to the full council 17th January meeting. To discuss the 2019/20 precept request to recommend to the full council 17th January meeting.
The committee made changes to the draft budget as appropriate and agreed a total of £34,685 which resulted in a 2.5% increase to the average band D property precept request per the precept calculator. This was partly due to the decrease in the LCTS grant to be received from TDC from £1,433 in 2018/19 to £574 in 2019/20.
It was resolved to recommend the amended budget and precept request of £34,685 to the Parish Council.
Proposed: Cllr Routledge, Seconded: Cllr Ward, all in favour.
- 19/006 Push Mower**
To discuss the purchase of a push mower for the handyman.
The council has received an offer of a second hand mower from Mr Fairweather which has been checked by Mr Dingwall and is in very good condition. The price of £50 was compared to prices for similar new models to confirm it was a fair price.
It was resolved to purchase the push mower for £50.
Proposed: Cllr Routledge, Seconded: Cllr Ward, all in favour.
- 19/007 Appointing our internal auditor**
Does the committee agree to recommend Mrs Jan Stobart to the full council to do our internal audit for 2018/19?
The committee and clerk were very happy with the service provided by Mrs Stobart. It was resolved to recommend Mrs Stobart to the full council to do our internal audit for 2018/19.
Proposed: Cllr Bell, Seconded: Cllr Routledge, all in favour.

Signature

Date

Minutes 10th January 2019
Elmstead Parish Council – Finance Committee
Community Centre, School Road, Elmstead Market, CO7 7ET

19/008 Terms of Reference

To review the terms of reference for the Finance Committee to recommend for approval to the full council.

It was resolved to recommend no changes to the terms of reference.

Proposed: Cllr Routledge, Seconded: Cllr Bell, all in favour.

19/009 Exclusion of press and public

To resolve that pursuant to S.1 of the Public Bodies (Admission to Meetings) Act 1960 the meeting be closed to the public and press for the following items of business.

The above was resolved. Proposed: Cllr Routledge, Seconded: Cllr Bell, all in favour.

19/010 Staff salaries

To consider the recommendation of the Personnel Committee following on from the staff appraisals with respect to the clerk's and handyman's salaries for the year 2019/20. To agree to make a recommendation to full council.

The clerk left the meeting.

Cllr Routledge reported that the Personnel Committee recommended pay increases of one point on the pay scale for our clerk Angela Baxter and our handyman Alan Dingwall with effect from 1 April 2019, based on their excellent appraisals in November 2018. It was noted that the SCP levels are being revised and do include an increase to cover inflation. Proposed by Cllr Routledge, seconded by Cllr Bell and agreed unanimously.

19/011 Matters raised by Councillors for the next agenda or for information only.

To advertise applications for grants to be returned by the end of March. To meet in April before the April PC meeting so that the grants can be discussed, recommended and agreed and given out in the May annual PC meeting.

Minuted by Mrs. A Baxter

10th January 2019

Contact: elmsteadparish@gmail.com

01206 827139

Signature

Date