

Minutes 8th January 2020
Elmstead Parish Council – Finance Committee
Community Centre, School Road, Elmstead Market, CO7 7ET

Present: Councillors Nick Bell, Sally Fairey and Martine Ward
Mrs Baxter (clerk)
Meeting commenced at 1.15pm

20/001 Apologies of Absence
None

20/002 Declaration of Pecuniary Interests and Non Pecuniary Interests
None

20/003 To approve and sign the Minutes of the meeting of 28th October 2019.
It was resolved to accept the Minutes of the meeting of 28th October 2019 as true and accurate.
Proposed: Cllr Ward, Seconded: Cllr Bell, all in favour.

20/004 2019/20 Third Quarter Review
To review the expenditure for the third quarter of 2019/20 against the set budget. Also to consider the reserves.
The expenditure was reviewed and those items over 75% considered. The wages are higher because of summer weighting to Mr Dingwall's hours. The election expenses were higher than budgeted for, as were the audit expenses. For training we are getting a bursary to offset 75% of the clerk's expenses and with 5 new councillors there has been more councillor training than anticipated. Mr Dingwall has a budget for training which is to be used for chainsaw training. He won't do this until it's needed.
Total expenditure is 69% of the budget. The committee were happy with the quarterly summary.

20/005 2020/21 Budget and Precept
To discuss and agree a budget for 2020/21 to recommend to the full council 16th January meeting. To discuss the 2020/21 precept request to recommend to the full council 16th January meeting.
The wages were discussed and changed to use the next pay scale up with an estimated 3% uplift for the clerk and handyman. The clerk has also got approved overtime to work on the data retention task when there is time.
The handyman training was reduced to £100 and the £400 unspent this year is to be moved into a reserve to be used when the chainsaw training is required.
There is to be no budget for playing field grass cutting as we have not been charged in 3 years, but the £1,000 budgeted for 19/20 and unspent is to be moved into a reserve should Market Field School start to charge.
The Speedwatch budget was increased from £220 to £250 as there have been some problems with the equipment and it may need maintenance.
The budgeted reserves were considered, legal/professional fees, New Community Centre associated costs and office renewals were all increased to £1,000 in anticipation of the New Community Centre being built.
The total budget after changes was £37,840. It was resolved to recommend this to full council.
Proposed: Cllr Ward, Seconded: Cllr Bell, all in favour.

20/006 Financial Regulations
To review and agree revised Financial Regulations using the most recently updated NALC template.
This item was postponed until the next meeting as councillors had not had a chance to review the paperwork.

Signature

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- 20/007 Appointing our internal auditor**
To discuss the appointment of an auditor to recommend to the full council to do our internal audit for 2019/20.
It was resolved to appoint Jan Stobart again.
Proposed: Cllr Bell, Seconded: Cllr Fairey, all in favour.
- 20/008 Date for next meeting**
The next meeting will be to review the fourth quarter expenditure.
It was discussed that this will be in April.
- 20/009 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.
- 20/010 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 2020/21. To agree to make a recommendation to full council.
It was resolved to agree with the Personnel Committee's recommendation that the clerk be moved from SCP 16 to SCP 17 and the handyman from SCP 9 to SCP 10. After the clerk achieves CiLCA there will be a further review.
- 20/011 Matters raised by Councillors for the next agenda or for information only.**
None
- 20/012 Verification of Bank Reconciliations**
A member, other than the Chairman, to verify the 3rd Quarter bank reconciliations.
This was not done.

The meeting closed at 2.40pm. Minuted by Mrs. A Baxter
Contact: elmsteadparish@gmail.com
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Signature

Date