



## FINANCE & STAFF COMMITTEE MEETING

Monday 25<sup>th</sup> September 2017    Tynig Room, Conygre Hall, 7:30pm

# MINUTES

Ref:	Minutes	Action								
<b>Present:</b>	Veronica Packham (in the Chair), Janet Durk, Ray Merchant, Robert Young, Mary Anne Ansell and Josie Pownall.									
<b>Welcome and Apologies</b>	The Chairman welcomed those attending. Derek Wheeler was absent.									
<b>Declarations of Interest</b>	None									
<b>Minutes of last meeting</b>	The Minutes of the last meeting on 26 <sup>th</sup> January 2017 were unanimously approved as a true record of the meeting and were signed by the Chairman.	Clerk								
<b>Committee Remit</b>	It was noted that the Parish Council has altered the Committee's remit to include Staff matters, renaming it as the Finance and Staff Committee and including specific role to 'review any staff appraisals reported from the Appraisal Panel and any staff or financial implications'.	Clerk								
<b>1. Expenditure</b>	The Clerk presented the expenditure for the first half of budget year 2017/18 to 30 <sup>th</sup> September and the expected expenditure for the remainder of the year. These were inspected and noted by the Committee to be closely within the Precept budget to date, with currently an expected surplus over the budget of £ 5,232.	Clerk								
<b>2. Income</b>	Income for the same period was inspected and noted to be within budget once further invoicing and payments for newsletter advertising has been received, with currently an expected surplus over the budget of £ 9,841.									
<b>3. Balances</b>	The balances of the PC accounts at 30 <sup>th</sup> September were £: <table><tbody><tr><td>Current account</td><td>26,166</td></tr><tr><td>Business Reserve savings account</td><td>2,613</td></tr><tr><td>Saving investment account</td><td>34,651</td></tr><tr><td>Total:</td><td>£ 63,430</td></tr></tbody></table>	Current account	26,166	Business Reserve savings account	2,613	Saving investment account	34,651	Total:	£ 63,430	
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<b>4. Summary</b>	The current net surplus of £15,761 includes earmarked Community Infrastructure Levy funds of £4,300 which must be allocated to pay for specific facilities in the village. In addition, there is £1,014 CIL from last year to be allocated. It was also noted that substantial additional expenditure several thousand pounds is expected to be considered by the Parish Council regarding, for example, investment in the	Clerk								

	recreation field or play area, Neighbourhood Plan process, setting up a Hub and potential road safety measures.	
<b>To set Allotment rents for the following year</b>	The current rent is £15/year for a plot which was considered to be very good value. The allotments finance was last reviewed in 2013. As a result, it was decided to review the income and expenditure regarding allotments to discuss with the Allotments Committee in October and to report conclusions for a decision at the November PC meeting. It was proposed to aim towards a £20 fee by January 2020 with appropriate phasing in each year. Also, a review of the original debt from purchasing the site is to be carried out.	Clerk
<b>To consider the report from the Staff Appraisal Panel</b>	The Meeting went into Confidential Session to consider the Clerk's annual appraisal as reported by the Appraisal Panel consisting of the Chairman and Vice Chairman. The Clerk left the room. The Panel's recommendation of increasing the Clerk's pay by one increment on his pay scale according to his contract was approved. This was communicated to the Clerk on his return to the room.	Clerk
	The above decisions were unanimously approved to be recommended to the next Parish Council.	Clerk
<b>Next meeting</b>	Wednesday 3 <sup>rd</sup> January 2018	

There being no further business the Chairman closed the meeting at 9.03 pm

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_