



FINANCE & STAFF COMMITTEE MEETING

Wednesday 2nd January 2019 Tying Room, Conygre Hall, 7:30pm

MINUTES

Ref:	Minutes	Action																		
Present:	Veronica Packham (in the Chair), Derek Wheeler, Mary Anne Ansell, Ray Merchant and Josie Pownall.																			
Welcome and Apologies	The Chairman welcomed those attending. Apologies were received from Robert Young.																			
Declarations of Interest	None																			
Minutes of last meeting 24 th September 2018	These were approved and signed as a correct record of the meeting.																			
5. PRIVATE SESSION to consider the Clerk's Pay & Conditions	<p>The Clerk had presented a request for payment of 1 week's overtime to be paid, and also a review of his pay grade as a result of changes in his duties.</p> <p>At this stage the Clerk left the room. Following a private meeting of Cllrs. the Clerk returned.</p> <p>He was informed that they planned to propose to the PC to pay the overtime and to review the Grade into a higher band to reflect the greater responsibilities that he has taken on since he started. This review will be instead of the 5% increase in the PC's Pension Contribution previously agreed.</p> <p>The meeting was opened to the public.</p>																			
6. To note the Statement of Community Infrastructure Levy	<p>The Clerk presented proposed allocation of expenditure of CIL funds as follows:</p> <p>Maintenance and repair of recreation facilities:</p> <table style="margin-left: 20px;"> <tr> <td>Tennis Court Netting Repair</td> <td style="text-align: right;">630.00</td> </tr> <tr> <td>Play Equipment Slide Repair</td> <td style="text-align: right;">960.00</td> </tr> <tr> <td>Repairs to Play Equipment</td> <td style="text-align: right;">1,326.77</td> </tr> <tr> <td>Total</td> <td style="text-align: right;">£ 2,916.77</td> </tr> </table> <p><u>CIL Funds Statement</u></p> <table style="margin-left: 20px;"> <tr> <td>A. Total CIL income carried from previous years</td> <td style="text-align: right;">£ 1,059.00</td> </tr> <tr> <td>B. Total CIL income received (receipts)</td> <td style="text-align: right;">£ 4,300.97</td> </tr> <tr> <td>C. Total CIL spent</td> <td style="text-align: right;">£ 2,916.77</td> </tr> <tr> <td>D. Total CIL repaid following a repayment notice</td> <td style="text-align: right;">N/A</td> </tr> <tr> <td>Total CIL retained at year end (A+B-C-D)</td> <td style="text-align: right;">£ 2,443.20</td> </tr> </table> <p>This has been reported on the website, noting that oldest receipts are paid first and within 5 years.</p>	Tennis Court Netting Repair	630.00	Play Equipment Slide Repair	960.00	Repairs to Play Equipment	1,326.77	Total	£ 2,916.77	A. Total CIL income carried from previous years	£ 1,059.00	B. Total CIL income received (receipts)	£ 4,300.97	C. Total CIL spent	£ 2,916.77	D. Total CIL repaid following a repayment notice	N/A	Total CIL retained at year end (A+B-C-D)	£ 2,443.20	
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7. To review the Hub Library budget	The net cost to the PC of the Hub Library for the current year is expected to be £5,065 which is £1,975 over the original budget. This is mainly as result of the decision by the PC to extend the Coordinator's contract to the end of February, plus some higher costs of shelving and other equipment. It was proposed that the PC be consider extending the contract at least to the end of March and ideally further at its next meeting.	
8. To estimate expenditure and income for 2018/19	The Clerk presented an estimated expenditure and income for the budget year April 2018 to March 2019.	
9. To review the balances and reserves at the end of the year	<p>The Committee noted that expenditure will be over budget by about £21,800 as a result of unexpected expenditure mainly on North Road pavement, HaHa resurfacing and 2 youth projects.</p> <p>It was noted that as a result the expected total bank reserves in the PC accounts at 31st March 2019 will be approximately £41,925.</p> <p>It was noted that the reserves remain good though are needed for expected higher commitments in future as a result of cuts in grants by B&NES and its services. Also, the reserve is needed to cover unexpected expenditure on staff, streets lights, allotments, paths, amenities and planning issues etc.</p>	
10.To review fees and charges and prepare a budget for 2019/20	It was noted that Allotments rent rate had been increased and that the net costs of the Newsletter, including advertising rates, are to be reviewed in the coming months.	
11.To calculate the amount to be funded by Precept for 2019/20	Expenditure and income budgets for 2019/20 were discussed in detail considering commitments and ambitions for the year.	
12.To report recommendations to the Parish Council.	<p>The Committee agreed that there remained a number of potential major commitments and ambitions for the PC to consider. As a result, it was decided to leave the decision on setting the Precept to the full PC meeting.</p> <p>The Committee agreed to report the above proposals to the next Parish Council meeting.</p>	Clerk

There being no further business the Chairman closed the meeting at 9.50 pm

Chairman: _____

Date: _____