



## Minutes of the Meeting of the Finance Committee Held On Tuesday 28<sup>th</sup> June 2016 at 8.00pm in the Community Office

**Present:**

**Councillors:**

Tony Williamson (TW)  
Matt Reid (MR)  
Ian Hill (IH)  
Roger Beattie (RB)

**Officer:**

Kristina Tynan (KT)

13/16 Election of Chairman

Ian Hill proposed Tony Williamson and this was seconded by Matt Reid. There were no other nominations.

**Resolved:** That Tony Williamson be elected unanimously as Chairman.

14/16 Election of Vice-Chairman

Matt Reid proposed Ian Hill and this was seconded by Roger Beattie. There were no other nominations.

**Resolved:** That Ian Hill be elected unanimously as Vice-Chairman.

15/16. Apologies for absence

Nicky Smallbone

16/16. Chairman's Remarks

There were none.

17/16 To approve the Minutes from the Meeting on the 6<sup>th</sup> January 2016 which were received by Council on 9/2/2016

**Resolved:** That these minutes were a correct record of this meeting and that they be signed by the Chairman.

18/16 Matters Arising

There were none other than agenda items. .

19/16 Declarations of Interest

There were no declarations of interest notified.

20/16 Budget and Precept

**1. Budget 2015/2016 – Final Budget**

These figures were discussed and it was noted that less was spent than had been budgeted for. This resulted in the Parish Council having a surplus of £2228.00 rather than having a deficit of £1698.

**Resolved:** That the final budget for 2015/2016 be agreed and these are shown as an addendum to these minutes along with the earmarked funds.

2. **Budget 2016/2017** – The Clerk is currently working on updating this.

21/16 Staff Issues

1. **Staff Salary Increases** – NALC recommendations were attached to the agenda.  
**RECOMMENDATION TO COUNCIL:** That the Clerk salary be increased by 1% in line with the National Joint Council for Local Government Services 2016 -2018. This will be backdated to 1<sup>st</sup> April 2016 and a further 1% increase will be implemented from 1<sup>st</sup> April 2017.  
All other staff's wage and salaries will similarly be increased by 1% backdated to 1<sup>st</sup> April 2016 with a further increase by 1% on 1<sup>st</sup> April 2017.
2. **Staff Reviews** – IH will write these up and email to members before the next meeting.
3. **Pensions** –TW said that there are 6 steps we need to follow, the first 3 are relevant to us:
  1. Know the Staging Date – This is 1<sup>st</sup> April 2017
  2. Identify a Pension Scheme – TW will look into this. There are local Government Pension schemes or there is a NEST one.
  3. Assess and Enrol Staff – the Clerk and Caretaker would automatically be included. Other staff can ask to join but cannot expect an Employer payment. Staff would need to be written to and there is a standard letter from OALC that can be used. A compliance form would need to be completed within 5 months.

TW said that he went to an Employer Training for Councillors course held by OALC which discussed issues such as recruitment, disputes, ending employee relationships etc which he said was very informative.

This issue will be an agenda item for the next meeting.

22/16. Other Financial Issues

1. **Accounting procedure of the pavilion bar** – The Clerk to ask Chris Allen for a copy of the bar accounts. This also needs to be put on the PSFC agenda.
2. **Insurance** – To agree 1 or 3 years renewal. MR had looked into both options and thought the three year option was the best to go for on a financial basis as the figures work out cheaper than last year (£4320.68 for 2015) despite an annual uplift for buildings and contents. After discussion it was:  
**Resolved:** To agree a three year contract with Zurich Insurance.
3. **Insurance – Compliance** – MR will look into this issue and report back to the next meeting.

23/16 General Issues

1. **Police office in Community Office** – Letter sent no response received to date. KT to speak to PC Ian Kent on this.
2. **Paddock New Play Equipment** – Rachel Huckvale had sent a paper with information about the project, proposed order and the amount raised to date which only has a £863.00 shortfall and other fundraising events are in the pipeline, and asked that the Finance Committee agree that the order can be placed now. It was noted that this does not include any provision for fencing and this will need to be discussed once the equipment is installed.  
This issue was discussed and it was:  
**Resolved:** That the order for the New Paddock Play Equipment from Playdale at a cost of £19,288.52 be placed.

It was agreed that a letter be sent to neighbours to let them know that this work will be happening once we get an idea of the date the works will take place.

24/16 Correspondence

1. Community First – Biffa changes to funding criteria – **This was noted.**

25/16 Items for Next Meetings  
Review of Staffing Needs – November 2016  
Pensions – September 2017

26/16 Any Other Business  
The next meeting will take place on 27<sup>th</sup> September 2016.

**THERE BEING NO OTHER BUSINESS THE MEETING CLOSED AT 9.25PM**