

Clerk to the Council/RFO: Caroline Higgins  
Chairman: Cllr Kieth Keel

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**Minutes of a Finance Committee Meeting held at 7.00 pm on Monday 14 January 2019 in the Memorial Hall.**

**Present:** Cllrs Parkhurst; Keel; Jones; Breeze; Gouge, Clarke and Mrs Robinson

**In attendance:** Caroline Higgins Clerk.  
Cllrs Mrs Clode, Mrs Howells and Hudson

**F32.18/19 APOLOGIES** – The meeting having been opened to all Council members, the Committee accepted apologies from Cllr Mrs Lewis

**F33.18/19 DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST** – No declarations beyond those recorded in accordance with the Code of Conduct.

**F34.18/19 PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS** – There were no members of the public in attendance at the meeting.

**F35.18/19 MINUTES OF PREVIOUS MEETINGS** - The minutes of the Finance Committee meeting held on 15 October 2018 were approved unanimously as a true record. The minutes were signed by the Chairman.

**F36.18/19 CLERK'S REPORT & MATTERS ARISING** – The Committee noted that 15 replacement LED lamps had been ordered for installation on Brookfield and Breidden Way with the balance of 5 being kept in reserve to replace defective lamps as necessary. It was **resolved** to inform residents through the next issue of the Villager magazine. There was a discussion as to whether the Council should undertake a lighting survey to determine whether light levels were appropriate.

It was noted that a new door had been fitted to the parish office and **resolved** to replace the alarm.

It was noted that sealed passwords and pins had been lodged with the Chairman and that these should be passed to the Vice Chair in the event of the Chairman becoming indisposed for any length of time.

The Committee noted progress on sorting and disposal of redundant files together with other GDPR compliance work amounting to a total of 23.75 hours in the year to date. It was **resolved** to continue an allocation of up to four additional administrator hours per week until the end of March and review at the next meeting.

**F37.18/19 NETT POSITION BY COST CENTRE & CODE SUMMARY** – Noted

**F38.18/19 BANK RECONCILIATION** - The bank reconciliation for all accounts to the end of December was noted and agreed by the Committee.

**F39.18/19 BUDGET DISCUSSION** - The draft budget prepared in November was reviewed. In addition to a review of standing revenue expenditure the following projects were discussed by all Council members present:

Extension of pavilion car park towards the field gates to increase parking capacity ahead of potential development of the pavilion and reduction of youth and community building overflow parking. It was agreed to obtain cost estimates and identify an appropriate budget.

A budget of £3,000 was recommended to maintain the trees and shrubs around the pavilion compound.

The Committee considered the provision of children's swings on The Common. It was resolved to review the results of the Community Led Plan to assess the demand for formal swings.

The Committee considered the need for additional parking deterrents on The Common. It was resolved that the legal restrictions be confirmed and the costs of providing fencing or dragons teeth be investigated. It was noted that a budget of £2,000 had already been set aside for this in the 2018/19 budget which should be moved to an earmarked reserve if not spend by the year end.

It was noted that the lease for the Glebelands is due to expire at the end of March 2019. It was **resolved** that the Council seeks to extend the lease on the same terms until the future of the site is determined.

It was further noted that the Oaklands development site includes a pocket park which might qualify for a new grant scheme.

The Committee noted a recommendation that staff hours be reviewed and this discussion was referred to Full Council for consideration.

**F40.18/19 PRECEPT RECOMMENDATION** - The Committee noted the small increase in the Tax Base and recommended a Precept be set at £152,635, to give an annual Band D Equivalent Council Tax charge of £85.05.

**F41.18/19 APPOINTMENT OF FINANCIAL SPOT CHECKER** – It was **resolved** that Cllr Hudson will take over the monthly spot checks from January to July 2019. A handover meeting will be arranged with Cllr Robinson, who was thanked for the completion of 6 months of checks.

**F42.18/19 REVIEW OF DIRECT DEBITS** – It was noted that XLN would be increasing their charges in April and it was agreed to undertake a best value exercise for phone and broadband services.

The Committee noted an increase in rates by Veolia and it was suggested that SALC be asked to negotiate collective rates for Parish Councils for services such as waste collections rather than individual Councils negotiating small contracts individually.

**F43.18/19 REVIEW OF FINANCIAL RISK ASSESSMENT** – It was noted that the Full Council is required to review and approve its risk assessment annually. It was resolved to defer the matter to the next Full Council meeting.

**F44.18/19 FINANCIAL KEY TASKS** – The Committee reviewed the Key Tasks Calendar and agreed the following actions:

- That copies of bank statements be sent to the Vice Chair in the event the Chair becoming unavailable for any length of time.
- That staff policies be reviewed at a separate meeting.
- That Amenities' responsibilities be incorporated into those of other standing committees.

**F45.18/19 PAYMENTS –** The Committee authorised the payment of the invoices tabled by the Clerk

**F46.18/19 EXCLUSION OF THE PRESS AND PUBLIC–** It was resolved unanimously to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960, so as to consider any confidential matters arising.

**F47.18/19 CONFIDENTIAL MATTERS –**

**Publication of National Pay Scales -** The newly published pay scales with an adjusted numbering system were noted and it was recommended that the revised scales be adopted by the Council and payment made from 1 April 2019 in accordance with the relevant scales for affected staff. This was **unanimously resolved**.

**Meeting closed at 8:40 pm**