

# CHURCHILL PARISH COUNCIL

## FINANCE AND PERSONNEL COMMITTEE MEETING

Minutes of the meeting held on Monday 15<sup>th</sup> February 2016 at 7.30 pm

**Present:** Councillors Jackie Bush, Dev Clutterbuck (Chairman), Graham Fortune, David Hurst, Alan Lovell and Parish Clerk Aleana Baird.

### **15/16.22. Apologies for absence**

Councillor Alan Brown.

### **15/15.23. To confirm and sign minutes of meeting held on 23rd November 2015.**

The minutes of the 23<sup>rd</sup> November 2015 were confirmed by those present at the meeting as correct subject to one amendment to 15.20 (change figure from £800 to £3,200) and signed.

The Clerk advised that since the last meeting she had found that the reference to gratuity accrued by Clerk and Parish Orderly being made as an additional pension contribution was not allowed as neither of them had worked for the Council for five years.

### **15/16.24. To receive any Councillors declarations of interest.**

NONE.

### **15/16.25. Public Participation - No members of the public were present.**

### **15/16.26. To discuss the Parish Orderly provision for auto enrolment under the NEST scheme and any other matters arising with regard to pension provision for the new Clerk.**

The Parish Orderly had formally responded to her letter regarding her options under the auto enrolment. She had asked to opt into the Parish Council's NEST pension scheme therefore members discussed what contributions they wished to make for her. Though they were under no obligation to do so, members were very appreciative of the Orderly's work and valued her as an employee. The Parish Council had the option of paying contributions on entire salary or on earnings above the qualifying threshold of earnings which was £5,824. There was no merit in considering the last option as she was only earning around the threshold of £5,824 with overtime.

**RESOLVED:** to contribute 20% towards the Parish Orderly's pension based on entire salary.

The Clerk was to ascertain from the Parish Orderly how much her contributions were to be prior to setting up the NEST scheme.

**15/16.27 To discuss the future management of Account 3 (allotments) and the allotment budget.**

**RESOLVED:** to credit account 3 (allotments) with £2,600 from account 1 (income) to cover the PWLB loan at the start of the next financial year 2016-17. At the end of the financial year the loan amount £2,600 will be repaid to account 1 net of any vat on expenditure, as the vat on expenditure is reclaimed and paid to account 1 as income. This could be trialed for one year. The Clerk would advise members if further matters required addressing by the next Finance meeting in March prior to the next loan payment.

**15/16.28 To discuss amending an ear marked reserve for the patio at the Cricket Pavilion.**

The patio construction had been delayed due to bad weather prohibiting the use of the cricket field and the damage it would cause to proceed. In order to progress further projects in 2016-17 it was preferable that the budget available in 2015-16 to complete this work was retained.

**RESOLVED:** to ear mark the remainder of the amount required to fund the patio £1,484 should the work not be completed by the end of the financial year.

**15/16.29. Matters for information.**

i) The Clerk spoke about her hours both accrued on timesheets since November 2015 and arrangements for payment after 31<sup>st</sup> March 2016. It was advised that as she was to be full time at Yatton Parish Council from 1<sup>st</sup> April, she should go to a zero hours contract from then until full handover was complete which was envisaged by end of April (the hours would then be paid in May) as annual return would be completed by then ready for the Council to sign off at the May meeting.

The Clerk had received an email regarding payment of solicitor's fees for the extension of the lease. The new owner was agreeable to the Parish Council's offer to proceed with the extension by 38 yrs to a 99 year lease for £15,000. He was prepared to pay the Council's fees but as he was willing to pay wished to secure a more reasonable price than the one we had been quoted. He had asked if he was not able to secure a more reasonable fee from our solicitor if he could approach another solicitor for a quote. All but one member thought this acceptable.

ii) Chair Dev Clutterbuck read an email from Councillor Brenden Hill regarding his suggestion that the Committee consider providing a mobile phone for the new Clerk but not to provide Broadband as it cannot be demonstrated that it would be used only for Parish Council work and therefore was not a legitimate expense that could be claimed. The Clerk advised this was the case with Broadband. He also suggested the Committee considered a new laptop as the one currently used by the Clerk was approaching five years old.

iii) Councillor Alan Lovell expressed concern as he felt more financial checks and information was needed. The Clerk invited Councillors Alan Lovell and David Hurst to inspect how the accounts were set up and the checks/procedures that were in place for audit by Councillors and internal/external auditors.

- **Date of next meeting: 21<sup>st</sup> March 2016.**

**The meeting closed at 9.00 pm**