

# CHURCHILL PARISH COUNCIL

## FINANCE AND PERSONNEL COMMITTEE MEETING

Minutes of the meeting held on Monday 17<sup>th</sup> August 2015 at 7.30 pm

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

### **15.01. To elect a Chairman for the ensuing year**

**RESOLVED:** Councillor Dev Clutterbuck was elected as Chairman for the ensuing year.

### **15.02. To elect a Vice Chairman for the ensuing year.**

**RESOLVED:** Councillor Graham Fortune was elected as Vice Chair for the ensuing year.

### **15.03. Apologies for absence**

NONE.

### **15.04. To confirm and sign minutes of meeting held on 23<sup>rd</sup> March 2015.**

The minutes of the 23<sup>rd</sup> March 2015 were confirmed by those present at the meeting as correct and signed.

### **15.05. To receive any Councillors declarations of interest.**

Councillor Jackie Bush declared a disclosable pecuniary interest in agenda item 11, payment of Chairman's Allowance.

### **15.06. Public Participation - No members of the public were present.**

### **15.07. To review the budget 2015-16 to date.**

Members raised a number of queries regarding the code headings and the expenditure allocated under those headings on the statement that had been circulated prior to the meeting. The general reserves figure was not available in the budget statement provided, though the bank account totals were on the monthly agenda's. It was commented that Committees must plan ahead each year as far as possible for the projects they wished to achieve, this would enable more accurate setting of budget headings and allocation.

The Clerk was to enquire why the accounting package had put in figures for the next financial year 2016-17 when none had been input by her.

The Neighbourhood Plan would require budget provision; this could be discussed at the November Finance meeting. In the interim any initial expenditure was not likely to be significant enough to impact on any of this year's budget and was to be arranged by liaising with the Clerk.

### **15.08. To receive a report on auto enrolment pension schemes.**

Councillor Dev Clutterbuck and Councillor Fortune gave members an outline of schemes and the criteria of the Council's obligations in terms of what had to be

offered to employees under auto-enrolment. Councillor Clutterbuck asked for confirmation of the staging date for auto enrolment (1<sup>st</sup> March 2016), if the pay role used by the Clerk could accommodate pension provision (it could; HMRC Basic Tools), if the Clerk was registered to receive Pension Regulator emails (yes the Clerk was) and the Clerk was to give the PAYE reference to Councillor Clutterbuck to allow him to do further work. Further to discussion on the schemes available i.e. NEST, Local Government Pension Scheme and some private providers, members decided that a full investigation into the NEST scheme was required and Councillors Clutterbuck and Fortune would work with the Clerk in readiness for the November Finance meeting. The Clerk was to look into generic letters of pension provision offers to employees.

#### **15.09 To discuss the retention of very old accounts books.**

This was to be put on the agenda for Full Council in September. The Council was to decide whether to send to the documents to the archives in Taunton. Minutes, Accounts and Declarations of Office, some going back to 1898.

#### **15.10 To discuss proposals regarding the lease on the former doctors surgery and to formulate recommendations for Full Council to consider at the September 14<sup>th</sup> meeting - Confidential.**

Members discussed their recommendations to Full Council regarding the lease, they considered an extension to 99 years was appropriate, retaining the existing leases and writing a new lease to cover the new period of extension i.e. 61 years still left under present lease so 38 years would be required under the new lease. They would not recommend selling the freehold.

The Clerk was to contact Burston Cook and ask for their advice regarding the offer received for extending of the lease and the ground rent review.

**\*\*\* Members agreed to move agenda item 12 Matters for Information to be heard next allowing Councillor Jackie Bush to leave the meeting having declared an interest in agenda item 11 and not return.**

#### **15.11. Matters for information.**

i) Councillor Jackie Bush had been recording her expenses to give her an idea of how they accumulate for future reference regarding Chairman's Allowance.

#### **15.12. To discuss how the Chairman's Allowance is paid.**

**RESOLVED:** that in future year's any Chairman's Allowance was not be paid in one sum but would be paid up to the agreed amount and on the basis of evidence of expenditure used to meet the expense of the Chairman's Office and be presented in the same way staff present expenses.

- **Date of next meeting: 23<sup>rd</sup> November 2015.**

**The meeting closed at 9.00 pm**

