

CHURCHILL PARISH COUNCIL

FINANCE AND PERSONNEL COMMITTEE MEETING

Minutes of the meeting held on Monday 21st March 2016 at 7.30 pm

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

15/16.30. Apologies for absence

Apologies had been received from Councillor Alan Lovell.

15/15.31. To confirm and sign minutes of meeting held on 23rd November 2015.

The minutes of the 15th February 2016 were confirmed by those present at the meeting. as a correct record and signed.

15/16.32. To receive any Councillors declarations of interest.

NONE.

15/16.33. Public Participation - No members of the public were present.

15/16.34. To review the budget for 2015-16.

Members worked through each heading within the budget to identify any accounts codes that were overspends and check the reason why. The Committees had all remained within their budgets even if there had been an overspend in a particular code for example the burial ground that had carried out work to the entrance surface and car park gravel area and also the repair and repainting of the wrought iron gates. This work was needed but had not been planned for in advance.

It was highlighted that the Committees needed to plan their work more accurately and identify the projects the wish to progress in the future much more in advance. The budget was in deficit and that this could be a cause for concern if this continued long term and this must be a consideration when reviewing precept in the next financial year.

15/16.35 To discuss the handover to the new Clerk and to discuss and agree the arrangements for payment of the former Clerk including accrued extra hours to date and any additional hours in April.

The new Clerk was working on a handover for three Thursday's up to the 31st March with the office being gradually passed over to him throughout that time. The laptop and printer would be finally transferred evening of 5th April. The current Clerk's last day under contract was 31st March. She had accrued extra hours as a result of the recruitment process and handover as all normal on going work still had to be carried out and with auto enrollment and year end, annual report and ongoing planning/parish issues it had been a very busy few months. She had kept timesheets of the work and hours. Councillors were very much aware of this and agreed the Clerk should submit the accrued extra hours and any carried out in April for payment in May with her final expenses.

15/16.36 To discuss the future management of Account 3 (allotments).

Further to the meeting held in February Chair Dev Clutterbuck had given the position with regard to the management of the account more consideration. He recommended that the Public Work Loan Board (PWLB) loan be paid in future (after the March 2016 payment had been made) from Account 2 expenditure and in addition all allotment expenditure within the allocated budget provision should also be made from A/c 2. The Clerk was also to create a water payment account code and journal the monies received to date into it from allotment rent code 1124 as it was currently altogether under that code.

RESOLVED: that the all budgeted allotment expenditure including the PWLB loan be paid from account 2 in future. The Clerk would instruct new Clerk Martin Dolton to amend the PWLB direct debit arrangements accordingly.

15/16.37. To discuss an ear marked reserve of £1,500 for fitness equipment referred from the Leisure Committee meeting February 22nd 2016.

RESOLVED: to earmark £1,500 for fitness equipment.

15/16.38. Matters for information.

NONE.

- **Date of next meeting: To be arranged.**

The meeting closed at 8.40 pm