

# CHURCHILL PARISH COUNCIL

## FINANCE AND PERSONNEL COMMITTEE MEETING

Minutes of the meeting held on Monday 23<sup>rd</sup> November 2015 at 7.30 pm

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

### **15.13. Apologies for absence**

NONE.

### **15.14. To confirm and sign minutes of meeting held on 17<sup>th</sup> August 2015.**

The minutes of the 17<sup>th</sup> August 2015 were confirmed by those present at the meeting as correct and signed.

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

NONE.

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

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

Councillor Dev Clutterbuck and Councillor Fortune gave members an outline of the NEST scheme and advised that it was an easy to administer and low cost scheme in terms of charges. Members needed to decide the level of contribution the Council should make to the scheme, the current minimum contribution was 1% till 2017 but then it was to rise to an 8% minimum and was likely to increase beyond that. The Local Government Pension Scheme was a 22% contribution and was much more complex to administer. The recommendation was to use the NEST scheme and give a 20% contribution based of qualifying earnings (the options for qualifying earnings are either contributions on entire earnings or earnings between £5,824 and total earnings before tax). Once tax relief elements were accounted for a budget cost to the Council could be approximated to £3,200. The Clerk must decide on the level she is to contribute to her pension the present minimum is 0.8%.

The Parish Orderly did not earn a salary level high enough to be auto enrolled onto the scheme but she was at an earnings level that meant she had the right to opt in and the Council must provide a pension scheme for her if she chooses to do so, but the Council is not obliged to make employer contributions into the scheme for her. The position regarding what the Parish Orderly decides would need clarifying prior to setting final budget provision but an allowance for the possibility she would wish to join the scheme on the basis of a 20% contribution on her entire earnings has been included in the £3,200 outlined above.

**RESOLVED:** to contribute 20% towards the Clerk's pension based on entire salary under auto-enrolment with the gratuity accrued to date being added as an additional contribution. Chair Dev Clutterbuck and the Clerk would work on setting up the administration of the scheme and would contact the Parish Orderly regarding her pension options.

**15.18 To discuss the Staff Appraisal Policy, a Statement of Intent on Training and staff appraisals and hours prior to referral of the Policies to Full Council for approval.**

The Clerk had appraised the Parish Orderly and discussed the appraisal report with Councillors. The Committee were very happy with the Orderlies performance and asked the Clerk to convey this to her and offer thanks for the excellent job she does.

\*\*\* The Clerk left the room at this point to allow Councillors discussion about her appraisal which had been carried out by Chair Dev Clutterbuck.

On her return Councillors voiced concern about her hours of work being over her contracted hours on a regular basis. She was asked to complete timesheets for the next few months and report back. The week in October when she attended National Conference for the Council as part of her CPD (Continuous Professional Development) points also required for the Local Council Award Scheme she had worked 30 hours rather than the contracted 17 and had taken annual leave from her other job to attend the event. She and the Chair signed her appraisal.

**RESOLVED:** that the Clerk be paid for the additional 13 hours she worked that week.

Members had reviewed the Performance Appraisal Policy and Statement of Intent on Training and considered they could be put to Full Council for adoption without amendment.

**15.19 To consider a grant application from the Minibus Society.**

**RESOLVED:** to pay the grant of £250 for the Minibus Society to train a trainer who can teach new volunteer drivers.

**15.20 To review the budget 2015-16 to date and to discuss the budget for 2016-17.**

Members reviewed the 2015-16 budgets and the draft budgets for 2016-17. Further to queries on grass keep and former surgery ground rent income, office supplies, health and safety, the new coding for Open Spaces and allotment rents it was agreed that the following amendments to the 2016-17 draft should be made.

**4031** – Consultancy should be increased from 2000 to 4000.

That a new code must be set up for the Council's auto-enrolment pension contributions and a budget allocated in draft of £800.

The draft would be taken to Council for approval at the January meeting, by that time the level of Council Tax Support Grant will be known and the precept will be set at the same time. There may be additional information forthcoming before that meeting that may influence budget provision under a very small number of headings. The Clerk would advise members should this be the case.

**15.21. Matters for information.**

2 queries were made regarding if there had been any new correspondence about the land between the allotments fields and the lease for the former surgery. The Clerk advised that there had been none.

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

**The meeting closed at 9.00 pm**