



CHURCHILL PARISH COUNCIL

FINANCE AND PERSONNEL COMMITTEE

Minutes of the meeting held on Monday 25th November 2019 at 7.30 pm

Present :-

Members of Committee:- Councillors Dev Clutterbuck, Jackie Bush, Tim Jessiman and Sue List.
Also present : Martin Dolton – Finance Officer (RFO)
No members of the public were present

1920/FP/013 Apologies for absence.

Councillors James Hoddell and Bill Carruthers.

1920/ FP/014 To confirm and sign the minutes of the meeting held on 15th July 2019

The minutes of the meeting held on 15th July 2019 were agreed and signed as a correct record.

1920/ FP/015 Declarations of Interest from Councillors.

NIL

1920/ FP/016 Public Participation

There were no members of the public present.

1920/FP/017 To review the budget / expenditure to date for 2019-20

Members had been in receipt of the latest update of spend vs budget for the current financial year.

Members worked through the detail, and were satisfied that the spend to date was in line with the budget.

The matter of regularly reviewing the level of contribution / donation by the various sports clubs was raised.

RESOLVED :-

The spend vs budget for the current financial year is noted as being overall within budget.

The Leisure Committee are to review the contributions / donations by the sports clubs towards the costs of facilities use in late 2020.

1920/ FP/018 To consider the budget process and timetable for 2020-21 Financial Year

The process and timetable was agreed as in previous years. i.e.

- Finance officer receives the Band D equivalent calculation figure from NSC in early December.
- Finance Officer and Chair of Finance & Personnel Committee meet in late December to build first draft budget.
- Finance & Personnel Committee meet on 06 01 2020 to consider the first draft budget and (after consideration and any amendment) recommend the budget to the Full Council.

- Full Parish Council meet on 13 01 2020 to consider and approve the final budget for 2020/2021.

1920/ FP/019 To appoint the internal auditor for the financial year 2020 - 21

Members considered the competence and internal control process to be conducted by the independent internal auditor.

It was agreed that the current auditor met the requirements and ensured that this function was conducted effectively and efficiently.

RESOLVED:-

The Finance & Personnel Committee appoint Mrs B Bowen as the independent internal auditor for the financial year 2020 – 2021.

1920/FP/020 To review the hours of work of staff

Members considered the hours and individual workloads of the staff since the introduction in mid-May 2019 of the new structure and task distribution. It was agreed that both the Clerk and Finance Officer had worked hard to ensure a smooth transition and the new structure was working well. Whilst allowance had been made for the Finance Officer to have additional hours for three months at the commencement of the period in May, the Clerk had not. The Chair of the Council and this committee had spoken with the Clerk and it was agreed that no changes or adjustments were required at this time.

RESOLVED:-

Working hours of staff have been reviewed by the committee and no adjustments are required at this time. These will be further reviewed at the meeting of the committee to be held in March 2020.

1920/FP/021 To consider the investment of surplus reserve funds in accordance with the investment policy of the Council.

The Parish Council adopted an investment policy in August 2019. Whilst there is a small amount of capital reserve that could be placed in an interest bearing account it is felt that at the current level of interest rate returns this would not be to the benefit of the financial management of the council as the costs involved (particularly resource time and charges for amendments to the software accounts system) mean that it is not a financially viable option at this time and no gain would result. Should interest rates improve considerably in the future this matter will then be reconsidered.

1920/FP/022 To consider the review of the ground rent for the former Doctor's Surgery, due in January 2020.

Members had been circulated the detail of the option for a review in January 2020 of the ground rent payable. After discussion and the data of the current Retail Price Index (RPI) being considered, together with the market rent for land, it was agreed that the rent would remain at its current level of £3,000.00p per annum.

RESOLVED:-

The ground rent for the Former Doctor's Surgery has been reviewed and it will remain at the current level.

1920/FP/023 Matters For Information

- Councillor Tim Jessiman updated the meeting on progress issues relating to the potential development at the rear of St Mary's Church.
- Due to the changes in the committee structure resulting from a councillor resignation it was agreed that the next two Councillor internal audit spot – checks would be conducted by Councillor J Hoddell (January 2020) and Councillor Dev Clutterbuck (April 2020).
- Due to the changes in the committee structure resulting from a councillor resignation it was agreed that Councillor Sue List would now become Vice Chair of this Committee.

There being no further business the meeting closed at 8.35pm

Signed by Chair of Committee

Date

- Next Scheduled Meeting : Monday 6th January 2020 (Budget Only)