

CHURCHILL PARISH COUNCIL

FINANCE AND PERSONNEL COMMITTEE MEETING

Minutes of the meeting held on Monday 23rd March 2015 at 7.30 pm

Present: Councillors Alan Brown, Jackie Bush, Graham Fortune, Bill Carruthers and Parish Clerk Aleana Baird.

15.24. Apologies for absence

NONE

15.25. To confirm and sign minutes of meeting held on 24th November 2014.

The minutes of the 24th November 2014 were confirmed by those present at the meeting as correct and signed.

15.26. To receive any Councillors declarations of interest.

NONE RECEIVED

15.27. Public Participation - No members of the public were present.

15.28. Employees

- **Clerks Appraisal.** Confidential item.
The appraisal was discussed, agreed and signed by the Clerk and Committee Chairman Alan Brown.
- **To discuss and agree the future arrangements for producing the Tower newsletter and how this will effect employees.** Confidential item.
An agenda item for the next Council meeting April 2015 to form a working party of Councillors to assist with the editing of the Tower. The Clerk was to write to the Media Assistant with the future proposals for how the Tower was to be produced. The Committee was to report to Council regarding the resulting conclusions.
- **To sign the Parish Orderly contract of employment that now includes new arrangements for salary scales.**
The Parish Council Chair Jackie Bush signed two copies, one for the Orderly and one to be retained by the Clerk.

15.29. Budget final update for 2014 -15 and to consider any final amendments for 2015-16.

i) A formal letter giving the staging date by which the Parish Council has to have auto enrolment in place is 1st March 2016. The Clerk was nominated as the contact which had to be done by 1st April further communications and advice were to follow.

iii) The earmarked reserves report had been circulated prior to the meeting and the Club tiling EMR code was to be deleted once the new budget 2015-16 has been transferred over.

iv) The vat for the period 1st October to 31st March 2015 had been claimed with £1,949.24 due to be refunded.

v) Balances of the three accounts at today's date were as follows;

A/c 1 Income – £40,291.08

A/c 2 Expenditure – £8,448.60

A/c 3 Allotments – £3,754.78 less £1,288.52 PWLB payment to be paid 30/3/15 (outstanding rent = minimum £56.25 Max £112.50)

Total £51,205.94

Should the vat be paid before 31st March

Add - £1,949.24

Total £53,155.18

Less ear marked reserves

Elections £2,200

Path on Pudding Pie Lane £5,000

The Hand Project £1,200

Cricket Club Patio £1,000

Allotments Water £2,000

Total £11,400

General Bank Reserves into 2015-16 of £41,755.18

(The only change to this would be if any outstanding allotment rent or burial fees are paid direct to the bank between now and 31st March, any unrepresented cheques and the vat not being paid by 31st March).

The only change to the budget was to increase the PAYE code 4006 by £300 to take account of the EYU for Employers NI contributions 2014-15.

15.30. To consider the work from home provision for the Clerk.

The work from home payment the Clerk receives under her contract had not been reviewed and was currently at the rate for 2008 and earlier.

RESOLVED: to increase the payment to £15 per month from 2015-16 to be made in one payment of £180 in August as the contract current arrangements state.

15.31. The annual review of internal financial control.

Councillors had carried out an audit for 2014-15 apart from February and March. Councillor Bill Carruthers was to audit these two months in early April. An agenda was to be included as part of the checks being carried out when signing of invoices and cheques to ensure all corresponded any errors on the agenda could then be highlighted at the time to assist the future audit process. All members of Finance were to carry out audit in turn so all were fully aware of the audit process. A new BACS form setting the limit for salary payments at £2,000 was signed.

15.32. To consider arrangements for the assessment of Parish Council risk management.

The Clerk was to ask Yatton Parish Council about the online scheme they use and report back to the Committee.

15.33. Matters for information.

NONE.

Date of next meeting: To be arranged

The meeting closed at 9.50 pm

