



Cannington Parish Council

Finance and Staffing Committee **DRAFT**

Minutes of a meeting held at 7.00pm on **24th April 2017** in the **Community Room of Cannington Village Hall**

Present:

Parish Councillors: Colin Allen, Andrew Vickery and Mike Phillips

Clerk: Tina Gardener

Members of the public: There were no members of the public present.

01/04/17 Apologies for Absence there were no apologies for absence.

02/04/17 Declarations of Members Interests there were no declarations of members' interests.

03/04/16 Minutes of the meeting held on 3rd November 2016

The minutes of the meeting held on 3rd November 2016 were approved.

04/04/17 Matters arising

1. The youth workers are no longer employed by Cannington Parish Council.
2. The work on the Yew trees was completed on 2016/17. The kerbing in Jubilee Gardens is being considered by South West Heritage and will not be undertaken until 2018/19.

05/04/17 Staffing

1. Deputy Clerk. Chairman Colin Allen has undertaken the deputy clerk's appraisal and a permanent position has been offered subject to Parish Council approval
2. Clerk – The Chairman will carry out the appraisal for the Clerk on 8th May 2017.
3. Subject to the appraisal both the Clerk and Deputy Clerk will receive an extra increment wef 1st April 2017 and the Clerk will be entitled to an additional week's holiday.
4. Pension Regulator – The Parish Council has registered with the regulator and entered employee details. No further action is required until 1st May 2017.

06/04/17 Finance

1. The Receipts and Payments for 2016/17 were reviewed and there were no anomalies identified. It was noted that the VAT repayment of £4,511 wasn't received until April 2017.
2. The closing balance of £56,437 was reviewed and the following earmarked balances agreed;

Environmental Compensation	£25,000
Neighbourhood Plan	£ 1,000
Computer	£ 700
Electric supply Jubilee Gardens	£ 1,000
Youth grant	£ 1,900
War Memorial	£ 1,000
3. Audit Return for 2016/17. The Clerk had completed the Accounting Statements and the figures were reconciled to the cash book. Concerns were raised about the treatment of new fixed assets for 2016/17. The Bowling Green will be listed as £1 (treated as a land transfer from a Principal Authority). The treatment of the Playing Fields is uncertain. Although the Playing Fields cost £50,000 this was paid directly to SDC from the CIM fund and therefore no financial transactions are in the PC accounts. The treatment of this needs to be verified.
Andrew thanked the Clerk for her hard work in producing the accounts, this was endorsed by everyone.
4. The Budget Provision for 2017/18 was reviewed and the following adjustments were recommended;

Increase Income by £4,500 for late VAT repayment.
Increase Expenditure by £2,000 for purchase of LED Christmas lights
Increase Playing Fields by £5,000 for provision of new showers
Remove budget of £4,000 for bus shelter
5. Compensation for pollution incidents - £25,000 budget
We confirmed the agreed allocation as;

Cemetery - £4,800 for trees and £2,100 for hedges
Jubilee Garden - £4,200 for replacement hedge
Playing Fields - £4,800 for trees
Southbrook development - £2,300 for trees.

It was suggested that we start with the Jubilee Gardens hedge. The Clerk will contact Charlotte Westwood (SDC Conservation Officer) and Janette Burton (SDC Planning Officer) to see if any permissions are required.

07/04/17 Items for the next meeting

07/04/17 Date and Time of next meeting

The next meeting will take place in November 2017 unless any urgent business arises.

The meeting closed at 8.45pm.

Signed Date

