



Cannington Parish Council

Finance and Staffing Committee

Minutes of a meeting held at **7.30pm** on **Tuesday 28th June 2016**
in the **Community Room of Cannington Village Hall**

Present:

Parish Councillors: Colin Allen, Alan Beasley, Andrew Vickery, Jack Popham and Mike Phillips

Clerk: Tina Gardener

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

01/06/16 Apologies for Absence there were no apologies for absence.

02/06/16 Declarations of Members Interests there were no declarations of members' interests.

03/06/16 Minutes of the meeting held on 21st October 2015

The minutes of the meeting held on 27th April 2015 were approved.

04/06/16 Matters arising

A meeting was not required in November 2015.

Lengthsman - the Expression of Interest has been approved by WSDC. Work needs to be done on a specification for this work.

05/06/16 Staffing

1. Staff appraisal. The Chairman carried out the Clerk's appraisal on 22nd June 2016 and recommended the Clerk progressed to the next spine point on the NALC Salary Scale.
2. Two applications had been received for the vacancy for Deputy Clerk and their CV's had been circulated to the committee. It was agreed that only one candidate was suitable for an interview. The interview took place prior to the meeting and there was a unanimous decision to offer the job subject to full Parish Council agreement and references taken up. The candidate has great experience as a Parish Council Clerk and the committee recommend that the starting salary point should reflect this experience and start at spine point 21 (on a scale of 15 to 27).

06/06/16 Finance

1. To review budget allocation for 2016/17
The following adjustments required to the receipts budget are;
Remove Youth budget of £3,460 as this was received in 2015/16
Reduce the playing field car park rent by £1,600 to £14,000 (annual budget is £14,400 but the contract didn't start until 11th April 2016).
The expenditure budget required the following adjustments;
Reduce Clerk's salary by £700 to £10,500
Increase the brook maintenance by £800 (reserved balance brought forward from 2015/16) to £1,200.
Increase the playing field budget by £810 to cover additional expenditure required for the rent of the car park (electricity £210 and additional works £600).
Increase the village maintenance budget by £1,250 for miscellaneous work.
Increase the donations budget by £1,000 to £2,000.
Provide a budget of £40,000 for flooding (reserved balance brought forward from 2015/16).
Include a budget for the Bowling Green for £10,000 (£9,000 for the fence and £1,000 for miscellaneous work).
Include a budget of £100 for the Flood Store

Summary

Income budget is reduced by £5,060 and the Expenditure budget is increased by £53,260 leaving a closing balance of £28,653.

These recommendations will be put to the Parish Council meeting on 12th July 2016 for approval.

07/06/16 Items for the next meeting

Budget provision for 2016/17

Specification for a lengthsman contract

08/06/16 Date and Time of next meeting

The next meeting will be held in November 2016 to consider the budget for 2017/18

The meeting closed at 8.15pm.

Signed Date

