



Cannington Parish Council

Finance and Staffing Committee **DRAFT**

Minutes of a meeting held at 7.00pm on **30th November 2017** in the **Community Room of Cannington Village Hall**

Present:

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

Clerk: Tina Gardener

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

01/11/17 Apologies for Absence there were no apologies for absence.

02/11/17 Declarations of Members Interests there were no declarations of members' interests.

03/11/17 Minutes of the meeting held on 24th April 2017

The minutes of the meeting held on 24th April 2017 were approved.

04/11/17 Matters arising

1. The Clerk and Deputy Clerk's appraisals took place and both were awarded an extra increment for 2017/18. The Clerk having completed 5 years employment was also entitled to an additional week's annual leave.

05/11/17 Staffing

1. Both the Clerk and Deputy Clerk have been under enormous pressure with the workload of the Parish Council this year. The hours worked will be reviewed at 31st March 2018.

06/11/17 Finance

1. The Clerk produced a forecast to 31st March 2018. This was considered and adjustments made;
 - Budget transfers – Reduce Jubilee Gardens budget by £2,000 and Contingency budget by £2,500 and move to Christmas lights.
 - The projected income to 31.03.18 is £67,466 and the projected expenditure is £60,241, giving a budget underspend of £7,225.
2. The budget provision for 2018/19 was discussed. The adjusted budget provision was used as a base and the following adjustments were made;
 - Cemetery Income reduce by £2,000
 - VAT Income reduce by £4,500
 - Churchyard Income increase by £500
 - Playing Fields Expenditure reduce by £6,000
 - Allotment expenditure increase by £1,000
 - Village Maintenance Expenditure increase by £1,150
 - Churchyard Expenditure increase by £1,000
 - Bowling Green Expenditure increase by £500
 - Youth Expenditure increase by £500
 - Speed Indicator Expenditure increase by £1,900
 - War Memorial Expenditure Increase by £2,000
 - Traffic Calming Expenditure increase by £5,000

This would result in an excess of expenditure over income of £7,550. This excess of expenditure can be adequately accommodated by reserves. It is the committee's recommendation to the Parish Council that the precept should remain at £40,000.

3. It is noted that at present the predicted reserves for 2017/18 total £28,800 made up as follows;
 - £25,000 compensation
 - £3,000 election costs
 - £1,000 NHP
 - £800 maintenance for Tanner family graveAny predicted expenditure that doesn't take place in 2017/18 can be carried forward as earmarked reserves for 2017/19.
4. The Grounds maintenance contract will be looked at in more detail by the Clerk and reported back at a later date.
5. Discussions took place about the use of the three bank accounts of the Parish Council. It was recommended that the main bank account is used for normal income and expenditure. The flood account should be closed and the account previously used as an interest account is used for Earmarked Reserves. Any earmarked reserves that are spent would come from the main bank account and then a periodic transfer would be made from the Resrves account into the main bank account.

07/11/17 Items for the next meeting

1. Review of Clerk and Deputy Clerk's hours worked.

08/11/17 Date and Time of next meeting

The next meeting will take place in April 2018 unless any urgent business arises.

The meeting closed at 8.45pm.

Signed Date