



# Cannington Parish Council

## Finance and Staffing Committee **DRAFT**

Minutes of a meeting held at 7.00pm on **1<sup>st</sup> May 2018** 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.

**01/04/18 Apologies for Absence** there were no apologies for absence.

**02/04/18 Declarations of Members Interests** there were no declarations of members' interests.

### **03/04/18 Minutes of the meeting held on 30<sup>th</sup> November 2017**

The minutes of the meeting held on 30<sup>th</sup> November 2017 were approved

### **04/04/18 Matters Arising**

There were no matters arising

### **05/04/18 STAFFING**

1. Clerks appraisals. The Chairman carried out the appraisals on 30<sup>th</sup> April 2018 and he recommended that both the Clerk and Deputy Clerk receive an increment.
2. Review of hours worked. This year the Clerk's hours have been close to the contracted hours although she still has a considerable balance brought forward from previous years. The Deputy Clerk's hours have accumulated this year and this is mostly due to the extra work involved with the CIM application for the Traffic Calming Scheme. The Clerks are happy for this to be reviewed in November 2018. If the extra hours were to be paid it would be around £2,000.

### **06/04/18 FINANCE**

1. To review income and expenditure for 2017/18. Differences between budget and expenditure to note were:
  - Jubilee Gardens – Although underspent by £1,340, there was a £5,500 budget for kerbing works which wasn't carried out. Although some of this was spent on unbudgeted expenditure
    - £1,059 for installation of electricity supply and electricity usage.
    - £2,640 for thinning out of hedge and other grounds maintenance works.
    - £ 477 miscellaneous works.
  - Playing Fields – Underspend by £5,555 occurred due to the refurbishment of the shower facilities not taking place.
  - Bowling Green – Overspend by £616 occurred as there was no costs available for grounds maintenance and the original budget was only an estimate.
  - Donations – although there was an underspend of £650 a donation of £500 to the Army Cadets has already been agreed
  - Youth – underspend of £1,658 is due to an outstanding invoice and unpaid rent.
  - War Memorial – unbudgeted expenditure of £857 for cleaning and refurbishment of the Memorial and Plaque.
2. It was agreed to move budget from the Contingency budget to reflect the actual expenditure.
  - £1,725 to other (purchase of Christmas lights and miscellaneous expenditure)
  - £ 857 to War Memorial
  - £ 634 to Jubilee Gardens giving an underspend of £1,974 (the cost of removing the Black Poplar)
  - £ 616 to Bowling Green
3. The earmarked balances to carry forward to 2018/19 are;
  - £1,974 for Jubilee Gardens for the removal of Black Poplar
  - £1,658 for Youth (outstanding invoices)
  - £ 650 for Donations
  - £1,000 for election costs
4. Audit return for 2017/18. The Clerk has completed section 2 and this was agreed by the Committee. This needs to be agreed by full council at the next meeting.
5. The budget provision for 2018/19 was reviewed and amended as follows;
  - Churchyard receipts to be increased to £590 to reflect the actual grant from SDC
  - Increase Clerks' Salary by £200 to £12,700 to reflect actual cost
  - Cemetery £150 moved from Grounds Maintenance to Miscellaneous works
  - Jubilee Gardens
    - (1) Reduce grounds maintenance by £100 to £1,750 to reflect actual cost
    - (2) Reduce miscellaneous works by £5,000 to £500
    - (3) Add Kerbing budget of £5,500
    - (4) Add £1,974 budget for Black Poplar (earmarked reserves)
  - Playing Fields
    - (1) Reduce grounds maintenance by £500 to £3,500 to reflect actual cost
    - (2) Add miscellaneous works to £500
  - Bowling Green reduce by £500 to £1,000 to reflect actual cost
  - Churchyard increase by £1,550 to £2,550 to reflect actual cost
  - Donations increase by £650 to £3,650 (earmarked reserves)
  - Youth increase by £1,658 to £8,158 (earmarked reserves)
  - Increase War Memorial budget by £2,000 to £4,000 to reflect anticipated costs

**07/04/18 Items for the next meeting**

1. Review of Clerks hours worked

**08/04/18 Date and Time of next meeting**

The next meeting will be in November 2018 unless any urgent business arises

The meeting closed at 8.20pm.

Signed ..... Date .....