



Cannington Parish Council

Finance and Staffing Committee **DRAFT**

Minutes of a meeting held at 6.30pm on 3rd December 2018 in the Community Room of Cannington Village Hall

Present:

Parish Councillors: Colin Allen, Mike Phillips and Andrew Vickery

Clerk: Tina Gardener

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

01/12/18 Apologies for Absence were received from Jack Popham

02/12/18 Declarations of Members Interests there were no declarations of members' interests.

03/12/18 Minutes of the meeting held on 1st May 2018

The minutes of the meeting held on 1st May 2018 were approved.

04/12/18 Matters arising

1. There were no matters arising

05/12/18 Staffing

1. Both the Clerk and Deputy Clerk do not wish their hours to be increased. They are happy with the balance of hours accumulated and anticipate for them to reduce further during this financial year. They will be kept under review. The office will be open to the public and councillors on Mondays and Thursdays only to allow the Clerks to work uninterrupted on a Wednesdays.

06/12/18 Finance

1. The Clerk produced a forecast to 31st March 2019. This was considered and adjustments made;
 - The projected income to 31.03.19 is £64,010 against a budget of £62,240 giving a surplus of £1,770. The projected expenditure is £66,370 against a budget of £77,632 giving a surplus of £11,262. This gives a total budget underspend of £13,032.
 - It was uncertain that the projected expenditure of £5,500 for the kerbing in Jubilee Gardens and £5,000 for the contribution for traffic calming would be spent in this financial year. If this is the case, they will be carried forward as earmarked reserves.
 - It was anticipated that the cost of the replacement allotment fence would be met by the Community Infrastructure Levy (CIL).
2. The budget provision for 2019/20 was discussed. The following adjustments were made from the 2018/19 budget for the following year;
 - Cemetery Income increase by £500
 - Youth income of £3,500 remove
 - Admin budget reduce by £150
 - Allotment expenditure reduce by £940
 - Cemetery expenditure increase by £2,150
 - Jubilee Gardens expenditure reduce by £7,274
 - Playing field expenditure increase by £255
 - Village Maintenance expenditure reduce by £1,400
 - Churchyard expenditure increase by £50
 - Donations reduce by £1,650
 - Youth expenditure reduce by £7,658
 - Speed Indicator Device expenditure of £2,000 remove
 - War Memorial expenditure reduce by £3,900
 - Traffic Calming expenditure of £5,000 remove

This would result in an excess of income over expenditure of £3,775. It is the committee's recommendation to the Parish Council that the precept should remain at £40,000.

The Parish Council should actively consider future capital expenditure

3. It is noted that at present the reserves for 2018/19 total £32,019.31 made up as follows;
 - £24,101 compensation (pollution incident)
 - £3,000 election costs
 - £1,000 NHP
 - £854.08 maintenance for Tanner family grave
 - £3,061.65 Community Infrastructure Levy (CIL)
 - £2.58 interest

07/12/18 Items for the next meeting

Review of staff hours
Future capital expenditure
Landscaping projects

08/12/18 Date and Time of next meeting

The next meeting will take place in April 2019 unless any urgent business arises.

The meeting closed at 7.45pm.

Signed Date