



Cannington Parish Council

Finance and Staffing Committee **DRAFT**

Minutes of a meeting held at 2.00pm on **8th May 2019** 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.

01/05/19 Apologies for Absence

Apologies for absence were received from Jack Popham

02/05/19 Declarations of Members Interests there were no declarations of members' interests.

03/05/19 Minutes of the meeting held on 3rd December 2018

The minutes of the meeting held on 3rd December 2018 were approved

04/05/19 Matters Arising

There were no matters arising

05/05/19 STAFFING

1. Clerks appraisals. The Chairman carried out the appraisals on 2nd May 2019 and he recommended that the Clerk receives an increment and the Deputy Clerk receives two increments in recognition of the additional work being carried out.
2. Review of hours worked.
 - During 2018/19 the Clerk's accumulated hours increased (from 118 hours at 31.03.18 to 134.5 hours at 31.03.19) largely due to the additional time spent on the NHP. It is likely that this will increase further. The chairman recommended that the clerk should be paid an additional 10 hours per month for 6 months and then reviewed in November 2019. This was agreed unanimously.
 - The Deputy Clerk's accumulated hours (44 hours) have reduced to the year ending 31st March 2019. The accumulated hours were mostly due to the extra work involved with the CIM application for the Traffic Calming Scheme in 2017/18. The Deputy Clerk is happy with the balance of hours and expects them to further reduce this year.
 - The Clerks will keep a record of hours spent on special projects.

06/05/19 FINANCE

1. To review income and expenditure for 2018/19. Differences between budget and expenditure to note were:
 - Admin Expenses – Overspent by £727, this occurred due to the additional expense of installing a new email system and new software, travel expenses and defibrillator pads and battery.
 - Allotments – Although underspent by £699, there was a budget of £1,000 to replace the fence which didn't occur and a budget of £40 for the allotment rent which wasn't paid until 2019/20. Although some of this was spent on unbudgeted expenditure
 - £45 for replacement taps
 - £295 for the purchase and installation of a noticeboard
 - Jubilee Gardens – Although underspent by £5,775, there was a £5,500 budget for kerbing works which wasn't carried out.
 - Playing Fields – Although underspent by £733 there is an outstanding invoice of £880 for grounds maintenance.
 - Village Maintenance – Underspent £2,583
 - £1,994 underspend on grounds maintenance (dry summer)
 - £770 underspend on other (no village projects identified)
 - Donations – although there was an underspend of £1,800 a donation of £1,500 to £2,000 has been agreed for the garden of rest.
 - Youth – underspend of £4,679 due to the youth club closing.
 - Speed Indicator Devices £2,000 budget not spent. This budget was included in case there was still a need for SID's after the Traffic Calming was implemented.
 - Traffic Calming – unspent budget of £5,000 due to the delay in implementing the scheme.
 - Neighbourhood plan – although there was expenditure of £2625, this was offset by a grant received for £2623.
 - Other – expenditure of £1,205 for new Christmas lights and hire of a lighting tower and £96 for speed watch signs. This was offset by the contingency budget of £1,000.
2. The earmarked balances to carry forward to 2019/20 are;
 - £ 5,500 for Jubilee Gardens for the new kerbing.
 - £ 880 for Playing Field for grounds maintenance
 - £ 1,800 for Donations
 - £ 2,000 for Speed Indicator Devices
 - £10,000 for Capital Projects

Earmarked balances (restricted funds) are already included in Reserves for;

- o £24,101EA/Cannington Enterprises - pollution incident compensation
 - o £ 3,000 Election Costs
 - o £ 1,000 NHP
 - o £ 854 Tanner Trust fund
 - o £ 3,062Community Infrastructure Levy (CIL)
3. Audit return for 2018/19. 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.
 4. The budget provision for 2019/20 was reviewed and amended as follows;
 - Increase salaries by £1,000 to reflect the payment of additional hours to the Clerk if agreed.
 - Increase IT under Admin expenses for new laptop and printer.
 - Increase allotments by £100
 - Jubilee Gardens - Add Kerbing budget of £5,500 (earmarked reserves)
 - Playing Fields – Increase miscellaneous works by £1,500 for replacement of showers, tiling and emergency lighting
 - (1) Increase maintenance budget by £880 (earmarked reserves)
 - (2) Increase miscellaneous works by £1,500 for replacement of showers, tiling and emergency lighting
 - Churchyard increase by £50 to reflect actual cost
 - Donations increase by £1,800 (earmarked reserves)
 - Speed Indicator Devices add £2,000 budget (earmarked reserves)
 - Increase Contingency by £1,000
 - Add £3,000 budget for Neighbourhood Plan (including £1,000 in reserves)
 - Add £2,500 for repairs to bus shelters
 - Include a £10,000 budget for future capital projects (in reserves/restricted funds)
 5. After the budget adjustments above and the transfers to and from reserves were implemented, it produced an excess of expenditure over income of £14,715. The revised restricted funds were £41,017. The balance brought forward from 2018/19 is £76,445 and if you deduct the excess budget for 2019/20 (£14,715) and the restricted funds (£41,017) we are left with an unallocated balance of £20,713 which is approximately 50% of the precept (recommended balance).
 6. Further items were discussed;
 - The Clerk will review the IT maintenance contract
 - Concerns were raised that the £14,400 annual income from the rent of the car park is not certain
 - Grant application from the Pantomime Society – It was recommended that the rental of the village hall (approximately £1,000) is paid directly to the village hall on the proviso that the Pantomime Society review their finances. In particular the fees paid by members, the cost of the tickets for the performances and fundraising. They should strive to be self-financing.
 - The Clerk will review the presentation of the accounts to councillors

07/05/19 Items for the next meeting

1. Review of Clerks hours worked

08/05/19 Date and Time of next meeting

The next meeting will be in November 2019 unless any urgent business arises

The meeting closed at 4.30pm.

Signed Date