



Cannington Parish Council

Finance and Staffing Committee

Minutes of a meeting held at 2.00pm on 4th December 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.

01/12/19 Apologies for Absence

Apologies for absence were received from Graham Bell

02/12/19 Declarations of Members Interests there were no declarations of members' interests.

03/12/19 Minutes of the meeting held on 8th May 2019

The minutes of the meeting held on 8th May 2019 were approved

04/12/19 Matters Arising

1. The audit for 2018/19 has been completed and there were no matters to be brought to our attention.
2. The IT maintenance has been reviewed. A new contractor has been sought and will be paid on an hourly rate.
3. The clerk has reviewed the presentation of accounts to Councillors and the new format is working well.

05/12/19 STAFFING

1. Review of hours worked.
 - The Clerk's accumulated hours are still showing a large balance and it was agreed to continue paying the Clerk an additional 10 hours until the end of the financial year when they will be reviewed again.
 - The Deputy Clerk's accumulated hours have increased further but this is mainly due to holiday not taken. The Deputy Clerk is happy with the balance of hours and expects them to reduce by the end of the financial year.

06/12/19 FINANCE

1. To review budget and produce forecast for 2019/20

The projected income to 31st March 2020 is £59,240 against a budget of £58,110 giving a surplus of £1,130. The projected expenditure is £49,759 against a budget of £74,355 giving a surplus of £24,597. This gives a total budget underspend of £25,727.

2. Budget provisions and precept for 2020/21

Considerations were given to the projected forecast showing an underspend of £25,727. It was hoped that the budget underspends would be taken up in 20/21 and with this in mind the committee recommends that the precept remains at £40,000. The following minor adjustments were made from the current budget for the 20/21 budget;

- Cemetery Income reduce by £500
- Playing field income reduce by £300
- Admin budget reduce by £1,720
- Cemetery budget increase by £100
- Jubilee Gardens increase by £50
- Playing Fields budget reduce by £1,640
- Churchyard budget increase by £50
- War Memorial budget increase by £400
- Christmas lights budget increase by £100
- Contingency budget increase by £2,570 (5% of expenditure)

3. Review of capital works

The Capital Projects team will meet in the new year and prioritise the following projects during 20/21;

- Playing field stage 2 car park refurbishment
- Cemetery footpath
- Jubilee Gardens kerbing and wall

07/12/19 Items for the next meeting

08/12/19 Date and Time of next meeting

The next meeting will be in May 2020 unless any urgent business arises

The meeting closed at 3.15pm.

Signed Date