



Finance and Staffing Committee

Minutes of a meeting held at 7.30pm on **30th November 2020 via Zoom DRAFT**

Present:

Parish Councillors: Colin Allen, Mike Phillips, Andrew Vickery and Graham Bell

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

Clerk: Tina Gardener

01/12/20 Apologies for Absence

There were no apologies of absence

02/12/20 Declarations of Members' Interests

There were no declarations of members' interests

03/12/20 Minutes of the meeting held on 4th December 2019

The minutes of the meeting held on 4th December 2019 were approved.

04/12/20 Matters Arising

05/12/20 Staffing

1. Chairman Colin Allen praised the Clerks for the very hard work they have done in the last few months in very difficult circumstances. As agreed by Full Council the Clerks have each been given two increments this year.
2. Review of hours worked. The Clerk's balance of hours has reduced by 25% and the Deputy Clerk's balance of hours is manageable.

06/12/20 Finance

1. To review budget and produce forecast for 2020/21
The projected income to 31st March 2021 is £82,203.50 against a budget of £58440.00 giving a surplus of £23,763.50, this is mainly due to the rates refund on the Pavilion of £4,604.24 and the small business relief of £20,000.00. The projected expenditure is £47,343.99 against a budget of £78,165.00 giving a surplus of £30,821.01. This gives a total budget underspend of £58,453.51.
Earmarked reserves of £18,600 were agreed to carry forward to next year's budget, it was further agreed to transfer £10,000 to capital reserves and £30,000 to a reserve for traffic calming.
2. Budget provisions and Precept for 2021/22
Considerations were given to the projected forecast showing an underspend of £58,453.51 of which £40,000 would be transferred to reserves and £18,600 would be carried forward to next year's budget. It was hoped that the budget underspends would be taken up in 2021/22 and with this in mind the committee recommends that the precept remains at £40,000. The following adjustments were made from the current budget for the 2021/22 budget;
 - Allotment rent increase by £20
 - Playing field income increase by £300
 - Salary budget increase by £1,000
 - Admin budget reduce by £700
 - Cemetery budget reduce by £2,900
 - Jubilee Gardens reduce by £5,500
 - Village maintenance budget reduce by £3,800 (earmarked reserves of £2,500 to be carried forward)
 - Playing Fields budget reduce by £350 (rates no longer payable)
 - Donations, youth, flood store, speed indicators, traffic calming budgets all removed as budgets for 2020/21 are unspent and carried forward as earmarked reserves.
 - War Memorial budget add £1,000 to earmarked reserve of £500
 - Covid-19 budget of £5,000 removed
 - Contingency budget set at £2,400 (5% of expenditure excluding earmarked reserves)
3. Review Capital works
 1. Existing Projects
 - Pavilion refurbishment – all major work completed only the purchase of kitchen equipment outstanding. The Clerk to action.
 - Jubilee Gardens Kerbing – project completed apart from the grass seeding which will be completed in the Spring.
 - Jubilee Gardens Wall – on hold until the correct approval has been received.
 - Defibrillator – installed and registered with the Ambulance service. The painting of the phone box will be completed in the Spring.
 - Cemetery Footpath – completed.
 - Trees – planting has now been completed in Folly Close
 - East and West Roundabouts – on hold until permission granted from SCC
 - Projector and Screen – on hold until the Spring

2. Future Projects for consideration
 - Trees – Cemetery landscaping and possibly Southbrook and Teals Acre
 - Outdoor gym equipment
 - Speed Indicator Device
 - Footbridge between Otters Brook and the park
 - Future use of the playing fields

3. Capital projects committee to meet early in the new year.

07/12/20 Items for the next meeting

08/12/20 Date and Time of next meeting

The next meeting will be held in May 2021 unless any urgent business arises

The meeting closed at 8.15pm.

Signed Date