



Cannington Parish Council

Finance and Staffing Committee **DRAFT**

Minutes of a meeting held at 7.00pm on **4th May 2021** 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.

01/05/21 Apologies for Absence

There were no apologies for absence

02/05/21 Declarations of Members Interests there were no declarations of members' interests.

03/05/21 Minutes of the meeting held on 30th November 2020

The minutes of the meeting held on 30th November 2020 were approved.

Due to the Coronavirus pandemic, it wasn't permitted to hold a meeting in May 2020. Papers were circulated and agreed by committee members before being approved at the Parish Council meeting held on 11th August 2020.

04/05/21 Matters Arising

There were no matters arising

05/05/21 STAFFING

1. Clerks appraisals. The Chairman carried out the appraisals on 3rd May 2021 and he recommended that the Clerk and Deputy Clerk both receive two increments in recognition of the extra work and difficult circumstances created by the Cpronavirus pandemic.
2. Review of hours worked.
 - The Clerk's accumulated hours have reduced slightly in the last financial year, although it is anticipated they could increase with the additional work created with the NHP. To be reviewed in November 2021
 - The Deputy Clerk's accumulated hours are now manageable

06/05/21 FINANCE

1. To review income and expenditure for 2020/21. Differences between budget and expenditure to note were:
 - Income – Unplanned income of £20,000 (small business relief) £4604 (SDC rate refund) and £4,342 (VAT repayments greater than VAT paid)
 - Expenditure underspent by £23,370 (excluding VAT). Many projects not started. It is recommended that all capital projects should be removed from revenue budget and money set aside for capital projects under restricted reserves. Main areas of underspend are;
 - ✓ Grounds maintenance and additional works £5,500
 - ✓ Budgets not spent £11,300
 - ✓ Covid £4,800
2. The earmarked balances to carry forward to 2020/21 are;
 - £2,000 for Cemetery
 - £ 1,000 for Jubilee Gardens
 - £ 1,700 for Village Maintenance
 - £ 700 for Donations
 - £ 500 for Youth
 - £ 100 for Flood store
 - £ 2,000 for Speed Indicator Devices
 - £ 500 for War Memorial
 - £5,000 for Traffic Calming
 - £1,600 for NHP
 - £2,500 for Bus Shelter

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

- £ 13,780 EA/Cannington Enterprises - pollution incident compensation
- £ 4,737 Community Infrastructure Levy (CIL)
- £ 1,039 Tanner Trust Fund
- £ 2,900 Election Costs
- £ 9,645 Capital projects
- £ 48,029 Otters Brook
- £ 7,062 Jubilee Gardens Wall
- £143,393 CIM Fund

Additional Earmarked Reserve – It is recommended that £30,000 should be transferred to a reserve for phase 2 of the traffic calming scheme.

3. Audit return for 2020/1. 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 2020/21 was reviewed and amended as follows;
 - Increase salaries by £500 to reflect the additional increments to the Clerks if agreed.
 - Increase village maintenance by £1,000
 - Increase NHP by £2,000 for Consultancy and printing costs
 - Increase Contingency by £175 to maintain 5%
5. After the budget adjustments above and the transfers to and from reserves were implemented, we are left with an unallocated balance of £22,142 which is approximately 55% of the precept.

07/05/21 Items for the next meeting

1. Review of Clerks hours worked

08/05/21 Date and Time of next meeting

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

The meeting closed at 8.15pm.

Signed Date