

# East Donyland Parish Council

Finance & Personnel Committee Meeting – 28<sup>th</sup> September 2016

The Football Club, Rectory Road, Rowhedge starting 7pm.

## MINUTES

The Chairman, Tony Pullon, opened the meeting at 7pm.

**Present:** Cllrs T Pullon, P George, N Crouchman, R Helliwell, Clerk - N Matthews

**26/16 To receive and accept apologies and to note absences:** apologies noted from Cllrs Clay & Appleyard.

**27/16 To minute pecuniary & non-pecuniary interests of members in relation to items on the agenda:** NC – item 33/16, non-pecuniary.

**28/16 To approve the minutes of the meeting held on 27<sup>th</sup> July 2016:** RH proposed, TP 2<sup>nd</sup>, all agreed.

**29/16 Public Adjournment: to receive information and queries from members of the public relevant to Finance & Personnel Committee business:** no members of the public present.

**30/16 To review the budget, finance & reconciliation reports produced for the meeting and to note & approve any necessary virements:**

**i) Bank reconciliations (current, deposit and alto card) 01.09.16:** noted.

**ii) Budget report 01.09.16:**

NM to find out if week numbers can be added to the reports. *Action – the Clerk.*

Electricity and rent invoices have not yet been received, NM to chase. *Action – the Clerk.*

There may be an underspend in the maintenance budget – this will potentially reduce the impact on the reserves of the pontoon works that have been agreed.

TP proposed that £1,000 budget for outdoor gym equipment (4440) be vired to benches and bins (4450); PG 2<sup>nd</sup> – all agreed. *Action – the Clerk*

**31/16 To consider the draft budget for 2017-18:**

The tax base is not yet confirmed – need to know when this will be finalised and how precept is collected in relation to new builds completed after the tax base has been set. This will impact on the precept request. NM to liaise with CBC to confirm. PG proposed that the Committee recommend to council that the precept should be kept the same per household, and calculated accordingly once the tax base is known; RH 2<sup>nd</sup> – all agreed. *Action – the Clerk.*

TP proposed an additional budget cost code for dog fouling clearance be recommended in addition to the litter picking code, under cost centre 601 (S137 spending), with a further budget of £1,000; NC 2<sup>nd</sup> – all agreed. *Action – the Clerk.*

The committee agreed to rename cost code 4509 to recreation equipment, to include outdoor gym etc as well as playground equipment. *Action – the Clerk.*

**32/16 To consider any current and future training needs of the Clerks, RFO & Councillors:**

**i) EALC Employment Overview training 01.11.16, 10am – 3.30pm, £75:**

It was agreed that Cllrs Appleyard and Clay should be invited to attend this – if no councillors are available, then NM to attend. *Action – the Clerk.*

**33/16 To consider the annual review of Fees & Charges and recommendations for 2017-18:**

TP proposed that the recommendations made by the Clerk be put forward to full council for agreement, with the following amendments, subject to any review of EDCA's lease:

- Memorial inscriptions for benches to be added – price on application
- Mooring fees to be increased as per the table below

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Item	2016-17	2017-18
<b>Annual ferry hard mooring fees</b>		
Canoes	£35	£50
Boats up to and including 10ft long	£50	£50
Boats over 10ft long	£68	£75
<b>Quayside mooring fees for Rowhedge residents</b>		
10 permit tickets	£21	£25
<b>Quayside mooring fees for non-residents with a Rowhedge mud berth</b>		
Overnight mooring fee	£5	£7.50
5 permit tickets	£21	£30
<b>Overnight mooring fees for visiting boats</b>		
Non-commercial craft (sail boat/cabin cruiser size)	£10	£10
Commercial craft including privately owned barges	£27	£30
Boats invited to take part in Regatta or any other parish council approved river event	-	-

RH 2<sup>nd</sup> – all agreed. *Action – the Clerk*

**21/16 To note the completion of the limited assurance review for the year ended 31.03.16 by the external auditors (no matters arising), and to approve the invoice for payment:** noted. TP proposed the invoice be approved, RH 2<sup>nd</sup> – all agreed.

**22/16 To consider requests from the Clerk & Asst Clerk to change their working patterns:** The proposed change maximises the amount of contact hours between the clerks, which would be beneficial. The proposal would leave the office unmanned on Tuesdays, but would provide more cover on Wednesdays when the office is open to the public. The Committee agreed the proposed changes, subject to confirmation of the Asst Clerk's hours on Wednesdays.

**23/16 To schedule annual Staff Progress Reviews for the Clerk & Asst Clerk, due at the start of August:** TP & DC to carry out the Clerk's review, RH & NM to carry out the Asst Clerk's review. NM to circulate dates for agreement. *Action – the Clerk.*

**24/15 To review the Action List pertinent to the Finance & Planning Committee:** noted – the inspection of accounts period has been completed, notice of conclusion of audit to be published.

**25/15 To note the time and date of next meeting as 28<sup>th</sup> September 2016, 7pm:** noted.

The meeting closed at 7.21pm.

Agreed as a true record.

Signed: ..... Date: .....