

East Donyland Parish Council

Finance & Personnel Committee Meeting – 27th September 2017

St Lawrence School, Rectory Road, Rowhedge starting 7pm.

MINUTES

The Chairman, Anna Appleyard, opened the meeting at 7pm.

Present: Cllrs A Appleyard, D Clay, N Crouchman, R Helliwell; Clerk - N Matthews

- 25/17 To receive and accept apologies and to note absences:** Apologies received from Cllr George.
- 26/17 To minute pecuniary & non-pecuniary interests of members in relation to items on the agenda:** none.
- 27/17 To approve the minutes of the meeting held on 26 July 2017:** DC proposed, NC 2nd - agreed.
- 28/17 Public Adjournment: to receive information and queries from members of the public relevant to Finance & Personnel Committee business:** no members of the public present.
- 29/17 To review the budget, finance & reconciliation reports produced for the meeting, and to note & approve any necessary virements:**
- i) Bank reconciliations (current, deposit and debit card) 01.09.17:** noted, chq to S Davies from 16-17 not yet cashed – request bank transfer next yr.
 - ii) Budget monitoring report 01.09.17:** noted; tree work to be scheduled before November. NM to chase up playground inspection invoices. *Action – the Clerk.*
- 30/17 To consider the draft budget for 2018-19:** NM to forward the BT information to RH who will try and resolve contract issues and reduce costs. RH to advise on predicted rates for burials to assist with budget forecasting. Cllrs agreed that the dog fouling code should be removed for 18-19. Noted that the precept will need to be determined once the tax base is known; the council has the option to use reserves to prevent increasing tax if the base does not increase sufficiently to cover budgeted expenditure. *Action – the Clerk/RH.*
- 31/17 To consider any current and future training needs of the Clerks, RFO & Councillors:**
- i) Induction training for Cllrs Myers & Slade:** agreed that on-the-job training is more appropriate and useful, Clerk/RH/PG to provide as needed. EALC training to be offered if new cllrs wish to attend. *Action – the Clerk*
 - ii) EALC General Data Protection Regulations – one place booked, 9th Nov:** this is to ensure the council complies with new legislation from May 2018. NM to attend.
- 32/17 To consider the annual review of Fees & Charges and recommendations for 2018-19:** No recommended increases for 2018-19, except to amend burial fees in April in line with CBC as has been done in previous years. The lease for the allotments expires in 2020; NM is currently ascertaining whether the land can be registered as an asset of community value and will then liaise with the landowner in regard to potential future purchase (using S106 funds from the wharf development) or renewal of a lease arrangement. The committee agreed that the proposals put forward by the clerk be recommended to council for agreement. *Action – the Clerk.*
- 33/17 To review the Action List pertinent to the Finance & Personnel Committee:** noted. The SPRs are still outstanding, to be completed by 31 October. NM is meeting with K Money regarding the Clerk post on 4th October.
- 34/17 To note the time and date of next meeting as 22nd November 2017, 7pm:** noted.

The meeting closed at 7.28pm.

Agreed as a true record.

Signed: Date: