

BRIXWORTH PARISH COUNCIL

Minutes of the Finance Committee meeting held on Tuesday, 11 October 2011 In the Olive Branch Coffee shop, Brixworth Library/Community Centre, Spratton Road, Brixworth

Present: Councillors: R Monk (Chairman), C Bament, K Parker, M Lacey, Mrs E Nunn, D Parnaby, S Pointer and Mrs E Wiig

In Attendance: Mrs J Macken – Parish Clerk

Cllr Parker was nominated as a member of the Committee.

11/018f Apologies for absence

Apologies for absence were received from Cllr I Barratt.

11/019f Declaration of Interest on Agenda Items

None

11/020f Signing of the Minutes of the Last Finance Meeting 12 April 2009

The minutes of the meeting held on Tuesday, 12 April 2011 were agreed and signed by the Chairman as a true and correct record of this meeting.

Finance

11/021f Mileage Allowance to 45p 2012

It was resolved to increase the mileage allowance to 45p as from 1 April 2012.

11/022f Parish Councillors Basic Allowance 2012/13

The Clerk reported on information received from NCALC and DDC with regards to the Parish Councillors Basic Allowance. It was agreed that further information is required before a decision can be made. The Clerk was asked to investigate the scale of the costs that would be involved with DDC and report to the next Finance meeting.

11/023f Elections Costs for 2012

The Chairman reported that if there was a contested election next year the election costs could mount to £3,000. It was resolved to include a quarter of the cost (£750) in the budget for next year, taking the balance from Reserves and then budgeting for the replenishment of the reserves equally over the next three years.

11/024f Initial Proposals for the Budget and Precept for 2012/13

The Clerk circulated copies of a Three Year Budget compared to Actual Income and Expenditure Report for 2009-10, 2010-11 and 2011-12.

The committee compared the proposed budget for 2012-13 against the current budget 2012-13.

Following a discussion the initial bids for the 2012-13 Income and Expenditure Budgets were as follows: -

Expenditure

Salaries, Wages and Employers National Ins	£49,940
Finance / Admin	£23,040
Highways and Environment	£ 4,530
Recreation & Amenities Development	£17,400
Projects	£ 4,000
Police Support	£ 4,800
Total Expenditure	£103,710

Salaries, Wages and Employers NI – Slight changes to salaries and wages. No news on pay increase for next year. National Insurance to remain the same, includes sum for SSP etc.

Finance/Admin – Clerks Allowance and Chairman's Telephone Allowance increase £10, Chairman's Allowance to remain the same as the past two years. Office equipment £1000.00, to include provisional sum for new Clerks computer, website costs and software support. Hall Hire for £500.00, to be paid to the Community Centre. Grants remain the same. Training budget and Parish Councillor Expense's budget both increased to £500. Vandalism reduced to £2000. Stationery & postage increased to £650.

Highways and Environment – Street Lights slight increase to £380. Trees/Highways reduced to £750. (Millennium Garden budget £750 moved to Recreation budget).

Recreation & Amenities – It was agreed not to include a sum this year for the build up of the Ashway Car Park, currently there is £5000 in the earmarked reserves. Kubota/Van Replacement Fund to be built up over a period of years £1000. Plant Maintenance reduced to £1,750. Playgrounds Inspections and Play Equipment both reduced to £500. Signs reduced to £250.

Projects – A provisional sum of £4,000 has been included for projects. To be reviewed at the next Finance committee.

Police Support – The Parish Council had agreed at its meeting in September to budget towards the office costs for the Brixworth Safety Community Team. The same budget of £4,800 was agreed.

Income – 3% increase to Sports Clubs charges

Income

Bank Interest	£ 60
Sports Clubs	£4,200
Pocket Park Grass Cutting	£ 250
Community Centre (Cleaners Costs)	£2,845
Total Income	£7,355

Total Expenditure	£103,710
Less Total Income	<u>£ 7,355</u>
Difference to be raised by precept	£ 96,355

The precept request for 2010-11 (current year) is £97,710. This draft proposal (next year) of £96,355 is a decrease of 1.39%. Attached as Appendix A. (The calculation of the draft precept was done after the meeting).

11/025f To Consider General Reserves at Year End 31 March 2012

It was noted that it is projected that the General Reserves will be in the region of £68,000 at the year-end, which will be approximately 70% of the proposed precept for next year. It was noted that the Council confirmed their decision that a minimum level of three months operational costs shall be held in the General Reserves.

Human Resources

11/026f Update on Salary/wage Increase for 2012/13

The Clerk reported that there has been no increase for this year and as yet no details of a pay increase for next year.

11/027f Cleaners Vacancy

The Clerk reported that she had received seven enquiries for the position. It was agreed to delegate the appointment of the cleaner to the Clerk.

11/028f Staff Performance and Development Reviews

It was agreed that a staff performance and development review is required for all members of staff. The Clerk, will carry out the review with the Groundsman, Part time Groundsman, Cleaner and Litter Picker as their line manager. It was suggested that the Chairman and Chair of Finance carry out the review with the Clerk, on behalf of the Council.

11/029f Parish Councillors Performance and Development Reviews

It was thought that a Parish Councillor Performance and Development review was not required for members.

11/030f Review of Staff Gradings

This review was carried out in two parts.

The committee considered the staff gradings for the Groundsman, Part time Groundsman, Cleaner and Litter Picker and compared them to similar gradings at DDC. It was agreed to keep the same level.

The Clerk left the room. The Chairman minuted the following : -

The committee considered the Clerk's grading

The Chair explained that he and the PC Chair had met to review the Clerk's grading against the SLCC job evaluation criteria. It was considered that the role clearly fell into Profile 2, Scale LC2. The Chair of Finance and the PC Chair also assessed that the role was in "Substantive benchmark range" (Points 30-34). The Clerk was currently at the top of the LC2 scale in the "Below substantive benchmark range" (Point 29). Cllr Pointer considered that it was not fair to not increase the other staff whilst increasing the Clerk's. It was pointed out that a decision on the other staff had already been made and that the grading of the Clerk was not linked to the pay of other staff but to the grading scheme for that role. The Committee considered the appropriate point for the Clerk as, due to timing, the Clerk would not qualify for an

increase in incremental point in April 2012 if given an increase now. It was agreed to recommend that the Clerk should be on Point 31 with an opportunity to move to Point 32 in April 2013.

The Clerk returned to the room

11/031ff Accident and Incident Reporting

The Chairman reported the following figures.

	1.4.11– 30.9.11	Year to date
Hours worked	2499	2499
Accidents	0	0
Incidents	0	0
Accidents or incidents reported by the public	0	0

It was noted that these figures are well below the standard for Local Authorities and the staff were once again congratulated.

11/032f Sickness Report

	1.4.10– 30.9.10	Year to date
Staff sickness days	2 day	2 day

Administration

11/033f Annual Risk Assessment

The committee's risk assessment was approved, it was noted that there have been no changes during the year.

11/034f Review of Parish Council Website

It was suggested that the Council should look into providing a more professional website. The Clerk was asked to report options and costs at the next Finance meeting.

11/035f Amended Equal Opportunities Policy

The Clerk has amended the Equal Opportunities Policy, to take into account the changes in recent legislation. A copy is to be circulated to members for consideration at the next committee meeting.

Any Other Items for Report Only

11/036f Training Session

The Clerk reported the only Tuesdays left available this year are 1 November and 13 December. The Clerk to email members to establish the most suitable date.

Meeting closed at 9.15pm