

LITTLEMORE PARISH COUNCIL

MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD ON THURSDAY 30TH JULY 2020 at 7.00pm VIA ZOOM VIDEO LINK

Present: Councillors: Dorian Hancock (Chairman), Lynda Comber, Sue Stewart.

Officers: Richard Wilkins (Clerk to Parish and R.F.O).

Meeting opened 1900hrs.

FIN 22/20 Welcome

Cllr Dorian Hancock welcomed everyone to the Finance Committee meeting. Members were reminded that the meeting is being recorded.

FIN 23/20 Apologies for Absence

Cllr John Tanner - Other commitment
Cllr Macer Wicker - Work commitment
Cllr Maggie Willis - Access Issues

RESOLVED: To receive and note the above apologies for non-attendance at the meeting.

FIN 24/20 Declarations of Interest

No declarations received. Cllr Hancock reminded Cllrs that they can declare interest at any part of the meeting.

FIN 25/20 Minutes of Previous Finance Committee Meeting

Resolved: that the minutes of the Finance Committee meeting held on Thursday 25th June 2020 be approved as a correct record and signed by Cllr Hancock.

FIN 26/20 Review Financial Regulations

Committee Members reviewed changes to Financial Regulations. It is recommended to full Council to adopt amended policy.

Proposed by: Cllr Lynda Comber
Seconded by: Cllr Sue Stewart

Unanimously agreed.

FIN 27/20 Receipt Report for All Accounts

The receipts for period 23rd June 2020 to 25th July 2020 were examined by the Committee.

Signature.....

Resolved: that the receipt report for all accounts from 23rd June 2020 to 25th July 2020 be approved.

FIN 28/20 Payments Report for All Accounts

The payments for period 23rd June 2020 to 25th July 2020 were examined by the Committee.

Resolved: that the expenditure report for all accounts from 23rd June 2020 to 25th July 2020 be approved.

FIN 29/20 Bank Balances for All Accounts

The bank balances for all accounts on 25th July 2020 were examined by the Committee.

Resolved: that the bank balances for all accounts on 25th July 2020 be approved.

FIN 30/20 Budget Monitoring

Clerk presented members with the ¼ budget sheet for April – July 2020.

Overspent Budgets

4220 Consultancy Fees – overspent by £55 due to VAT advice on Pavilion project.

4430 Grounds Maintenance - over spent £1,939 due to disposal cost of fly tipping waste.

Clerk reported that the Council is in a good financial position for first period, a further review will now start to see which budgets can be adjusted to accommodate overspent budgets and report at September finance meeting.

Resolved: that Committee reviewed and accepted Budget Monitoring Report.

FIN 31/20 Earmarked Reserves Report

Clerk provided following report to members

CIL	109,384,.43
Capital Replacements	12,500.00
Election	4,000.00
Grants	9,300.00
NHP Grant	500.00
Total	135,684.43

Signature.....

Members were reminded that CIL and Capital replacement sums have been earmarked for Sports Pavilion and New Workshop project on Herschel Crescent Rec.

Resolved: that Committee reviewed and accepted Earmarked Reserves Report.

FIN 32/20 Littlemore Local Advertising Cost

Clerk shared details of current fees for advertisers to place adverts in Littlemore Local

Current Fees

Small Ad, £10 one issue and £25 for three issues

Large Ad, £20 one issue and £50 for three issues.

Clerk recommended that Council remain with these fees until review of Littlemore Local carried out later in year and be presented to full Council in September 2020.

Proposed by: Cllr Lynda Comber

Seconded by: Cllr Sue Stewart

Unanimously agreed

FIN 33/20 Finance Report

Clerk advised Council with a further update on Castle Water, there are also another number of Councils who have experienced similar issues with Castle Water. A letter of complaint will now be worked on, Clerk advised that with annual leave and other outstanding work this will be done at end of August 2020.

Proposed by: Cllr Dorian Hancock

Seconded by: Cllr Sue Stewart

Unanimously agreed.

To move: that under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted

Proposed by: Cllr Dorian Hancock

Seconded by: Cllr Lynda Comber

FIN 34/20 Review Budget Code for Clerks Salary

Clerk provided members with a report detailing the agreed budgets values, these budgets were discussed at budget meeting (21st November 2019), Finance Meeting (28th November 2019) before being fully agreed as part of budget at full Council (10th December 2019)

Signature.....

The current Clerk's scale point was agreed in 2017 via a job evaluation for the Clerks vacancy at time. Successful candidate would start on SCP 28 with first one-point increase in April 2019 and a second one-point increase in April 2020.

Cllr Comber wished to provide members with an update after seeking clarification from OALC as Chairman of Council.

In 2018, The National Joint Council (NJC) pay agreement published in 2018 provided a new points system for 2019, this resulted in the changes to the SCP in 2019. However, the current Clerks contract means his scale point moves from old SCP 30 to new SCP 24.

The Clerk reported that his current salary point was agreed in the budget, including the increase figure of 5% for national pay increase. However, the NJC are currently holding ballot for 2.75% which will come in 2.25% lower than that agreed in budget if voted to accepted by members.

Cllr Dorian Hancock thanked everyone for the time in getting the report together and thought that the evidence provided supports the Clerk is being paid correctly under the 2019 NJC agreement and there is no additional costs to budget agreed on Clerks salary for 2020/21.

Resolved: that Committee reviewed and accepted outcome of Clerks salary review requested by Cllr Maggie Willis.

FIN 35/20 Date of next Meeting

Meeting date to be confirmed

Meeting Closed 1945 hrs

Signed as a true and accurate record

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Cllr Dorian Hancock
Chair Finance Committee
Littlemore Parish Council
Thursday 24th September 2020

Signature.....