

MILTON PARISH COUNCIL

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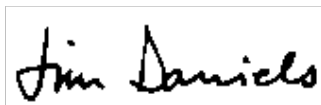
20 July 2009

**To: Members of the Finance and Staffing Committee
(For Information to all Parish Councillors)**

There will be a Finance & Staffing Committee meeting on **Monday 27 July 2009 at 7.30pm** in the **PARISH COUNCIL OFFICE**

AGENDA

- 1 Election of Chairman**
- 2 Apologies for absence**
- 3 Declarations of interest**
- 4 To approve Minutes of the meeting of 27 April 2009** (pages 2-3)
- 5 Matters Arising**
- 6 Bank Reconciliation and Bank Statements** (attached – light green)
- 7 Review of Debtors and creditors at 30 June 09** (attached - grey)
- 8 Minibus Accounts 2008-09** (received previously by email - attached blue)
- 9 To consider recommendations in Internal Audit report** (attached beige)
- 10 Review of Budget and Actuals to date** (attached - green)
- 11 Staff contracts** (attached)



Jim Daniels
Clerk



Minutes of the Finance & Staffing Committee meeting held on Monday 27 April 2009 at 7.30pm in the Bowls Pavilion

Present: RT Summerfield (chair) AJ Campbell RH Chapman JE Coston HM Smith
The clerk

- 1 **Apologies for absence** – SC Humphreys RLE Waters.
- 2 **Declarations of Interest** – none.
- 3 **Minutes** – the minutes of the meeting of 19 January 2009 were approved and signed as a true record.
- 4 **Matters Arising**
Bank reconciliation minibus (F5/1-09) – reconciled.
Insurance of laptop (F7/1-09) – confirmed that the laptop is insured off the premises.
CCTV (F7/1-09) – the manager MCC would discuss with Crawford Associates (supplier of CCTV).
Risk management (F71/-09) – the document had been signed and attached to the minutes.
Electricity (F91/-09) – the assistant clerk had reviewed usage and charges. As the electricity costs at the youth building were high the assistant clerk would pass the results of his research to the manager MCC. **Action: assistant clerk**
- 5 **Bank Reconciliation and Bank Statements** – the chairman reconciled the bank accounts as at 31 March 2009.
- 6 **Review of Debtors and Creditors at 31 March 2009**
Debtors and creditors were reviewed. The clerk had written off two creditors (F6/1-09). RHC declared a personal interest (as one of the creditors).
- 7 **Minibus Accounts 2008-09**
Income £4768 expenditure £4533. The increase in hire charges covered the major repair bill during the year.
- 8 **Notice of Audit and Year End Internal Audit**
Internal audit 14 May. External audit 1st June.
- 9 **Review of Budget and Year End Actuals**
Noted that trees costs had been taken from Tomkins Mead Fund now renamed Trees Fund.
Play underspend by £1899 – this was taken into consideration at the time of setting 2009-10 budget.
Allotments increase due to preparation of new allotments and removal of rubbish from site.
Cemetery increase due mainly to tree work and pest control contract.
- 10 **Recommendation that Council approve Accounts 2008-09**
Committee reviewed the accounts and amended typing errors.
Significant Variations – Council was required to explain differences greater than 15% from the previous year. The RFO had detailed significant differences some of which were less than 15%.
Income & Expenditure – income over expenditure amounted to £17,021.
Supporting Statement – noted the reserves. £54,000 had been reserved in “provision for capital expenditure” (3 years at £18,000). Capital projects fund was £144,000 – general reserve increased from £17,084 to £19,901.
Peppercorn rent – the RFO would seek advice from SLCC about the necessity to charge a “peppercorn” rent.

AGREED **to recommend that Council approve these accounts.**
- 11 **Assistant Clerk’s contract**
JEC and RHC had met with David Geasor at the end of his 3 months probationary period. Both parties were satisfied that DG had completed a satisfactory probationary period as a result of which a contract for permanent employment was discussed together with a job description.
Committee discussed gratuity payment, holiday entitlement, starting date of incremental increase, provision of sick pay and length of notice of termination of employment.
The clerk would negotiate with the assistant clerk and would also clarify holiday pay.
Action: the clerk
CRB check – the clerk understood that DG had undertaken a CRB check in December. The clerk would seek SLCC’s advice as to whether a CRB check was necessary. **Action: the clerk**
- 12 **Salary Scales 2009**
AGREED (Admission to Meetings Act 1960) to close the meeting to the public for this item owing to the confidential nature of the business.

The meeting ended at 9.20pm.