

MILTON PARISH COUNCIL

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20 April 2010

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

There will be a Finance & Staffing Committee meeting on **Monday 26 April 2010 at 7.30pm** in the **PARISH COUNCIL OFFICE**

AGENDA

- 1 Apologies for absence**
- 2 Declarations of interest**
- 4 To approve Minutes of the meeting of 18 January 2010 (pages 2-3)**
- 5 Matters Arising**
 - Staff appraisals
- 6 Bank Reconciliation and Bank Statements**
- 7 Review of Debtors and creditors at year end (attached)**
- 8 Minibus Accounts 2009-10 (See I & E a/c)**
- 9 Notice of Audit**
 - Internal 19 May
 - External 1 June
- 10 Review of Budget and Year End Actuals (attached)**
- 11 Recommendation that Council approve Accounts 2009-10 (attached)**
- 12 To consider employing a cleaner (RLEW)**
- 13 Workstation self assessment (attached)**



Jim Daniels
Clerk



Minutes of the Finance & Staffing Committee meeting held on Monday 18 January 2010 at 8.00pm in the Parish Council Office

Present: RT Summerfield (chair) AJ Campbell JE Coston SC Humphreys HM Smith RLE Waters
The clerk and Asst clerk (part)

- 1 **Apologies for absence** – RH Chapman.
- 2 **Declarations of interest** – none.
- 3 **Minutes** – the minutes of the meeting of 19 October 2009 were approved and signed as a true record.
- 4 **Matters Arising** - none
- 5 **Bank Reconciliation and Bank Statements** - the bank statements were reconciled as at 31 December 09.
- 6 **Review of Debtors and creditors at 31 December 09** – reviewed and noted.
- 7 **Review of Insurances and Risk Management** – amendments to the Policies: addition of new computer, photocopier and removal of old photocopier. *Action: the clerk*
Amendments to Risk Management:
Legal Liability – Computers are password protected (clerk and assistant instructed to ensure all computers are password protected); *Action: clerk and asst clerk*
 - Laptop – remove “...signed for if taken off the premises” and replaced with “...responsibility of the assistant clerk.”
 - Skate park – references to skate park removed.
- 8 **Minibus Accounts** – not received.
- 9 **Review of Budget and Year to Date Actuals**
INCOME – community care fees below budget – now 23 households. The clerk had applied to the Charities for a grant for the Community Care scheme. Horse grazing fee £50 below budget as increase started in October 09.
EXPENDITURE – Admin above budget (increased work load in clerk’s office caused by ongoing land negotiations); play well under budget (no bark bought but probably needed in 2010/11. No play inspection since July 09); S137 Community Care under budget. Clerk to investigate both items. *Action: clerk*
- 10 **To consider Grants Policy**
AGREED to recommend the following Policy:
Applications for grants will not be entertained from any body except village organisations and these applications will be considered at a full Council meeting – each application to be considered on its own merit.
- 11 **Staff appraisals**
AGREED at 8.50pm [Public Bodies (Admission to Meetings) Act 1960] to exclude members of the public as Committee wished to discuss personal confidential business relating to employees.

Noted that the assistant clerk had worked for Council for exactly one year. He had worked an average of 21.6 hours per week over the previous three month period.
Office opening hours – it was recommended that these be changed as from 1st April to:
Monday 10-12 noon
Wednesday 10-12 noon
Friday 10-12 noon
Saturday 10-12 noon.

The clerk and assistant left the room while Committee discussed their salaries.

The meeting re-opened at 9.10pm.

12-15 2009/10 Projected Expenditure, New Projects if any 2010-2013, Expenditure Review 2010/11 and Precept 2010/11

The RFO had prepared a detailed spreadsheet showing actual income and expenditure 2008/09, the budget forecast of January 2009, his revised forecast as at 31 December 09 and a budget forecast for 2010/11. The chairman and RFO had also reviewed these figures prior to the meeting. Committee went through the figures in great detail and agreed the following budget forecast:

	£
Expenditure	142980
Income	<u>19580</u>
Difference	123400
Less	<u>2000</u> (from trees reserve)
Requirement	<u>121400</u>

After much debate it was **AGREED** by 4 votes to 2

to recommend that Council precept for £120,000 for 2010/11.

This would amount to an increase from £1.24 per week to £1.35 per week for a Band D house – annual increase £5.81 from £64.48 to £70.29.

Committee’s decision was based on the need for funds for future expenditure.

16 Consider Policies (PC 5/12-09)

Policies to be discussed at next F&S meeting.

AGREED to amend Standing Order 35 from:

SEALING OF DOCUMENTS

a. A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.

b. Any two members of the Council named in a resolution moved under the provisions of paragraph (a) of this Order may seal, on behalf of the Council, any document required by law to be issued under seal.

to

“SIGNING OF DOCUMENTS

Any two members of the Council named in a resolution may sign, on behalf of the Council, any document required by law to be issued under seal.”

17 Any Other Business - none.

18 Date of next meeting – 26 April 2010

The meeting ended at 10.00pm.

Chairman.....

Date.....