

**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 (F7/1-09) – the document had been signed and attached to the minutes.  
Electricity (F9/1-09) – 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 underspent 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.

Chairman.....

Date.....

**12 Confidential item for Councillors only**

Salary Scales as at 01 April 09:

- P Adams            SCP 4
- L Harding        SCP 15
- T Ebbon          SCP 18. Community Care Committee would be asked to consider whether this should be increased to SCP 19. **Action: the clerk**
- D Geasor        SCP 21
- J Daniels        SCP 31

The clerk reported that L Harding had taken no holiday in 2008-09 as per her contract. He would inform her that 5 days only could be rolled over into 2009-10.

Signed.....

Date.....