



### Invitation to Meeting

To all members of Loughton & Great Holm Parish Council Finance and Staffing Committee:

You are hereby summoned to attend a meeting of Loughton & Great Holm Parish Council Finance and Staffing Committee to be held at 7.30pm on Monday 09/12/19 at the Community Centre, 87 Kensington Drive, Great Holm MK8 9AY. Members of the public and press are welcome to attend.

Philip Compton, Clerk to the Parish Council

### Agenda

#### **FSC32/19 Apologies:**

To receive and accept apologies from members unable to attend the meeting

#### **FSC33/19 Declarations of interest:**

Councillors to declare any personal or pecuniary interest they may have in respect of any items on the agenda.

#### **FSC34/19 Minutes of previous meetings:**

To approve as an accurate record the minutes of the extraordinary meeting held on 04/11/19 (see documents)

#### **FSC35/19 Matters arising:**

From the previous minutes that are not on the agenda

#### Staffing Issues

**FSC36/19 Exclusion of the public** - in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded, to be instructed to withdraw by the Chair of the Committee.

**FSC37/19 Pay increase for Domestique cleaning:** to note the e-mail advice from Domestique that their self-employed house-keepers' rates will be £10.00 per hour, and approve the new rate from 01/01/20 or earlier.

**FSC38/19 Staff updates:** Verbal report provided by Clerk/RFO

- a) Premises assistant
- b) Cleaner/caretaker
- c) Parish Clerk/RFO

#### Finance Issues

**FSC39/19 Accounting support:** To agree the annual cost for accounting support from RBS Solutions for the Rialtas Alpha suite at £124.00 (£3.00 increase on 2018-19). To agree to cost of the year-end closedown and annual return preparation at £560.00 plus mileage at the HMRC rate (£20.00 increase on 2018-19) see documents.

**FSC40/19 Parish Council tax base, funding allocation for 2020/21, and precept:** To note the provisional tax base for 2020/21 is 2254.21 for band D equivalent properties with a transitional funding grant of £410.68 (see documents), and to consider the precept quantity for the forthcoming year.

**FSC41/19 Great Holm Pre-school rent consideration:** Councillors to consider reducing the rent payable by GH pre-school as requested in their business plan and other supporting documents as attached.

**FSC42/19 Business plan for 2020/21:** to agree business plan for 2020-2021 (see business plan for 2018, Cllr Todd document and Cllr Bailey documents as attached)

**FSC43/19 Budget recommendation to full Council for 2020/21** (see documents: playing field changing rooms refurbishment feedback, Serco weedkilling quote, and budget documents compiled by Cllrs Bailey and Todd)

**Date and time of Next Meeting:** 7.30pm on Monday 09/03/20 at the Community Centre, 87 Kensington Drive, Great Holm MK8 9AY.