



**Minutes of the meeting of Loughton & Great Holm Parish Council Finance and Staffing Committee held at 7.30pm on Monday 09/12/19 at the Community Centre, 87 Kensington Drive, Great Holm MK8 9AY.**

**Councillors present:** Altieri-Douglas (in the Chair), Bailey, Howe, Todd.

**Staff present:** Philip Compton (Parish Clerk)

**Members of the public present:** 3

**FSC32/19 Apologies:** Apologies were received and accepted from Councillors Feeney, Nayee and Nolan.

**FSC33/19 Declarations of interest:** None.

**FSC34/19 Minutes of previous meetings:** Minutes of the meeting held on 04/11/19 were approved and signed by the Chair as an accurate record of the proceedings of that meeting.

**FSC35/19 Matters arising (not on the agenda):**

There were none.

All members of the public present were affiliated with the Great Holm Pre-school, and to facilitate their presence, the agenda was altered and item FSC41/19 was considered next:

**FSC41/19 Great Holm Pre-school rent consideration:** Councillors considered reducing the rent payable by GH pre-school as requested in the business plan and other supporting documents as attached. The request was to alter the formula by which rent was calculated, to link rent as a percentage of funding received exclusive of funds raised by the school's independent fundraising efforts. Councillors noted the pre-school's rent was below market average, and considered it prudent to remain vigilant of the pre-school's financial situation.

**Resolved: It was agreed not to decrease the rent of the preschool for the forthcoming financial year, but neither to increase it.**

Those members of the public present were reminded the Council offered an annual grant and the application could be found on the Council's website.

All members of the public left at this point (9:10pm).

**Staffing Issues**

**FSC36/19 Exclusion of the public** - in view of the confidential nature of the business transacted, Councillors noted it was advisable and in the public interest to exclude members of the public for staffing matters. There were no members of the public present for the following items.

**FSC37/19 Pay increase for Domestique cleaning:** Councillors noted e-mail advice from Domestique that their self-employed house-keepers' rates would be £10.00 per hour.

**Resolved: The Committee approved the new rate from 01/01/20 or earlier.**

**FSC38/19 Staff updates:** Verbal report was provided by Clerk/RFO on the following staff members.

- a) Premises assistant – on approved annual leave.
- b) Cleaner/caretaker – The Clerk was in process of recruiting to fill the role.
- c) Parish Clerk/RFO – had begun in the role on Monday 22 November, and had had one week handover period alongside the former Clerk/RFO, who had finished work on Friday 26 November.

**FSC39/19 Accounting support costs:** the annual cost for accounting support from RBS Solutions for the Rialtas Alpha suite at £124.00 (£3.00 increase on 2018-19), the 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).

**Resolved: the costs were approved.**

**FSC40/19 Parish Council tax base, funding allocation for 2020/21, and precept:** the provisional tax base for 2020/21 was set at 2254.21 for band D equivalent properties with a transitional funding grant of £410.68 (see documents), and Councillors considered the precept quantity for the forthcoming year. Discussion and agreement on this was dependant on item FSC43/19 (see below).

**Resolved: funding allocation and current precept noted.**

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

The Committee considered some of the special projects could be moved to planned activities as they had been largely carried out and were now more maintenance and management-related rather than project-driven. The Committee considered the profitability of the Great Holm Community Centre, noting it was likely to be loss-making but was of public benefit, providing access was provided. The Committee considered time management of current staffing provision in order to facilitate improved letting of the Great Holm Community Centre.

**Resolved: the business plan would be updated and provided to Full Council the following Monday (16 December) for approval. The Clerk agreed to provide via email to all Finance and Staffing Committee members a break-down of the process of hiring out the Community Centre. The Committee noted the Clerk was working towards more effective time management procedures in compiling monthly bank reconciliations, including ceasing entering onto accounting software petty cash, as agreed with the internal auditor.**

Councillors discussed the Ashpole Furlong Play Area and requested the item to go onto the agenda for consideration at the next Full Parish Council meeting on Monday 16 December. The Clerk confirmed that as the Proper Officer communications should be passed through him in future.

**Resolved: to have on the agenda of the next Full Parish Council meeting (on 16 December 2019) the Ashpole Furlong Play Area, and consideration into investing a portion of Council funds to receive the remaining grant.**

**FSC43/19 Budget recommendation to full Council for 2020/21:** Councillors considered the documents (playing field changing rooms refurbishment feedback, Serco weedkilling quote, budget documents compiled by Cllrs Bailey and Todd). The Clerk clarified for the Council that the budget expenditure for the current year would be met before the end of December, and therefore there would be an overspend in the current year.

**Resolved: No agreement was reached, as to which budget, and therefore what precept, to recommend to Full Council to adopt. It was agreed Cllr Bailey would amend his proposed budget and both draft budgets would be taken to Full Council to consider the following Monday (16/12/19).**

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

**The meeting was declared closed at 10:50pm**