



**Loughton and Great Holm Parish Council Finance and Staffing Committee**

**Minutes of the meeting held on Monday 12<sup>th</sup> March 2018 at Holmwood School, Kensington Drive, Great Holm. MK8 9AB**

**Present:** Councillors Boland (chair), Ballantyne, Todd.

**Also present:** Parish Clerk

**FS33/18 Apologies:**

Apologies were received and accepted from Councillors Dransfield and Howe

**FS34/18 Minutes of previous meetings:**

The minutes of the meeting held on Monday 11/12/17 were approved and signed as an accurate record

**FS35/18 Matters arising**

None raised

**FS36/18 Declarations of interest:**

None made

**FS37/18 Public participation:**

No members of the public were present

**FS38/18 To note the finance report**

The finance report was discussed, and it was noted that the budget for landscaping has been underspent for nearly 3 years and can be taken into consideration for the landscaping review currently in progress. Secondly, that the budget accruing for a future Parish office/premises needs to be clearly identified in the reserves.

**Resolved:**

That the Parish Clerk requests an invoice for the interpretation boards at Lodge Lake from the Parks Trust.

**FS39/18 To review the eligibility criteria for Loughton and Great Holm Parish Council grants**

The grant application form and policy were reviewed. It was noted that policy item no. 13 states that grants are limited to one application per year unless there is an exceptional justification for a second grant.

**Resolved:**

The Parish Council Grants Policy was reviewed and agreed with the following amendments:

- Annual updates to the section 137 funding limits (£7.57 for 2017-18).
- Replace "Loughton" with "Loughton and Great Holm"
- Privacy statement and data protection information and consent.
- The clerk to monitor the receipt of the acceptance of funding form and a report.



**FS40/18 To review the financial payments received from Loughton Sports and Social Club (LSSC) for rent and insurance premiums.**

The rent due on 1/3/18 from the LSSC has not been received, nor has the Standing Order been reinstated. There has not been any communication from LSSC regarding payment of the insurance premium. There has not been any response to requests to arrange a committee meeting.

**Resolved:**

- That the Parish Clerk writes to the LSSC to stipulate that the rent is paid on time via standing order
- That the Parish Clerk writes to the LSSC to give a deadline to request a payment plan for the insurance, or payment in full will be required.
- The Parish Clerk to identify what the Milton Keynes Council financial contribution was for the LSSC in 2014/15.

**FS41/18 The following resolution was passed:**

**Resolved:**

That 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, and they are instructed to withdraw.

**FS42/18 To decide on the appropriate signatories for the Parish Council bank account.**

It was noted that all councillors except the chair of the Finance and Staffing Committee can be signatories on the bank account.

**Resolved:**

- To remove the previous Parish Clerk from the list of signatories.
- To re-issue any outstanding cheque with his signature on it, if requested.
- To request that any Councillors who are not currently signatories on the Parish Council bank account arrange through the Parish Clerk be added to the list.

**FS43/18 To discuss any staffing related matters**

It was noted that the budget for pension/National Insurance/tax/salary will be exceeded in 2017/18 due to the pension fund top-up payments.

**Resolved:**

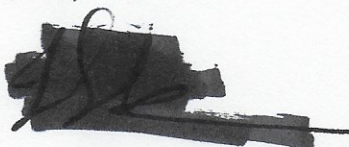
- A 6-month appraisal for the end of the probation period for the Parish Clerk will be arranged for May 2018 to include the chair and vice-chair of the Parish Council and the chair of the Finance and Staffing Committee.
- A Standing Order is to be made for the Parish Clerk's salary, once the tax code for 2018-19 has been received

**Date of next meeting:**

To be arranged, following the confirmation of the annual calendar of Parish Council meetings for 2018-19 at the Annual Meeting of the Council.

The chair closed the meeting at 8.45pm

Signed (chair)



Date

11/06/18