

**Loughton & Great Holm Parish Council**

**Finance & Staffing Committee**

**Minutes of the meeting held on Monday 12<sup>th</sup> December 2016, 7:30pm at Holmwood School, Kensington Drive, Great Holm**

**Present: Cllrs Sandra Boland (Chair), Peter Ballantyne, Peter Todd**

**Also present:** Brian Barton (Parish Clerk)

**FS 25/16 Apologies:**

Received from Cllr John Howe

**NOTED**

**FS 26/16 Declarations of Interest:**

There were no declarations of interest

**NOTED**

**FS 27/16 Minutes of the previous meeting:**

**FS 20/16 To consider the internal auditors report:**

To delete "impress" and replace with "imprest"

With that amendment the minutes of the meeting held on Monday 12th September 2016 was **AGREED** and signed by the Chair as a true and correct record.

**FS 28/16 Matters arising from the previous minutes not on the agenda:**

**FS 19/16 Finance Report:**

The Chair informed the meeting that a VAT claim has been submitted to HMRC.

The Parish Clerk's salary shortfall covering the April - August period has been rectified.

The Parish Clerk was asked to send a copy of the asset register to the Chair.

**FS 23/16 To discuss the Loughton Sports & Social Club finances:**

The Chair reported to the meeting that the Management Committee of the Loughton Sports & Social Club, have indicated that they are not happy that they should now be paying for the grass cutting to the sports ground.

**RESOLVED**

**That the Parish Clerk to send a copy of the asset register to the Chair**

**FS 29/16 Questions from the public:**

There were no questions from the public

**NOTED**

**FS 30/16 To note the Finance Report:**

The finance report as presented covers up to the November 2016 period, with the forecast figures covering up to April 2017.

It was agreed to take out the forecast figures for the Parish Youth Programme Development Officer.

It was reported that the Loughton Sports & Social club owe three (3) months' rent; the management committee dispute this, and have said that one of the rent payments has been made, but they need to provide proof of payment.

The management committee has now set up a standing order.

The Parish Clerk was asked to add an agenda item for the next Parish Council meeting, to discuss the outstanding rent and insurance payments owed by the Loughton Sports & Social club management committee

Most of the allotment rents have now been paid.

Cllr Peter Todd said that he will speak to the new treasurer of All Saints Church to see if any monies are owed to the Parish Council for any recently sold burial plots in the Jubilee Graveyard.

**RESOLVED**

- 1. That Cllr Peter Todd to speak to the new treasurer of All Saints Church to see if any monies are owed to the Parish Council for any recently sold burial plots in the Jubilee Graveyard.**
- 2. That the Parish Clerk to add an agenda item for the next Parish Council meeting, to discuss the outstanding rent and insurance payments owed by the Loughton Sports & Social club management committee.**

**FS 31/16 To discuss the precept and budget for 2017/2018:**

The draft precept and budget for 2017/2018 as tabled, was proposed and recommended to be presented to the December Parish Council meeting for adoption:

**Income**

Precept	£71,127
Precept Grant	£1,397
LSSC rent & insurance receipts	£3,250
Allotment rents	£450
Deposit account interest	£25
Graveyard income	£500

**Total Income** £76,749

**Expenditure**

Clerk -salary & E'er ni & pension conts	£25,000
Landscaping	£8,000
Childrens outdoor play projects L & GH	£6,000

Dog hygiene bin service	£7,000
LSSC car park, sports ground, pavilion maintenance	£5,000
MK50 anniversary projects/events	£2,000
Upgrade lakeside trim trail equipment	£5,000
major updating Gt Holm Community Centre	£20,000
Newsletters & communications	£3,000
Grants	£2,000
Accountancy	£1,000
Hire of Halls/ meeting spaces	£1,000
Clerk -expenses	£1,000
NALC/SLCC memberships	£800
Sponsor NAG local improvements	£750
Insurance	£820
Post & stationery	£500
Office Equipment (PCs software/printers)	£500
Professional training & development	£500
Allotments	£450
Parish Notice Board Repairs	£350
Hosting of the Website	£1,000
Drop In Service	£2,500
Premises Fund	£10,000
<b>Total expenditure</b>	<b>£104,170</b>
<b>Transfer to or from reserves</b>	<b>-£27,421</b>

## **RESOLVED**

**To recommend to the December Parish Council meeting the following 2017/2018 precept and budget:**

### **Income**

<b>Precept</b>	<b>£71,127</b>
<b>Precept Grant</b>	<b>£1,397</b>
<b>LSSC rent &amp; insurance receipts</b>	<b>£3,250</b>
<b>Allotment rents</b>	<b>£450</b>
<b>Deposit account interest</b>	<b>£25</b>
<b>Graveyard income</b>	<b>£500</b>
<b>Total Income</b>	<b>£76,749</b>

### **Expenditure**

<b>Clerk -salary &amp; E'er ni &amp; pension conts</b>	<b>£25,000</b>
<b>Landscaping</b>	<b>£8,000</b>
<b>Childrens outdoor play projects L &amp; GH</b>	<b>£6,000</b>
<b>Dog hygiene bin service</b>	<b>£7,000</b>

LSSC car park, sports ground, pavilion maintenance	£5,000
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Premises Fund	£10,000
<b>Total expenditure</b>	<b>£104,170</b>
<b>Transfer to or from reserves</b>	<b>-£27,421</b>

**FS 32/16 To discuss the draft Business Plan for the year commencing 01/04/2017:**

Cllr Peter Todd said the business plan will set out the objectives for the Parish Council to work to during the year.

After some discussion the following additions were agreed:

To add "To work with the Milton Keynes Parks Trust on the project to upgrade the Lodge Lake trim trial equipment".

To add "To seek premises in the future for a Parish Council Office"

To put a letter next to each item of the business plan

On page 22 in the first bullet point to add "Will attend"

To add "To promote the local events for the MK50 celebrations"

To add "To be members of NALC and the SLCC"

Cllr Todd said that he will make the alterations to the business plan and send a copy of the document to the Parish Clerk.

**RESOLVED**

1. To add “To work with the Milton Keynes Parks Trust on the project to upgrade the Lodge Lake trim trial equipment”.
2. To add “To seek premises in the future for a Parish Council Office”
3. To put a letter next to each item of the business plan
4. To add “Will attend” on page 22 in the first bullet point
5. To add “To promote the local events for the MK50 celebrations”
6. To add “To be members of NALC and the SLCC”
7. That Cllr Peter Todd to make the alterations to the business plan and send a copy of the document to the Parish Clerk.

**FS 33/16 To discuss the draft Financial Regulations:**

Cllr Peter Todd presented the draft financial regulations at the meeting.

Members discussed the document and agreed to the following amendment:

Page 4 1.4 To delete “in excess of £5,000” and replace with “up to a limit of £2,000”.

The draft financial regulations will be presented to a future meeting of the Parish Council for adoption.

**RESOLVED**

1. Page 4 and 7, 1.14 and 4.6 To delete “in excess of £5,000” and replace with “up to a limit of £2,000”.
2. That the draft financial regulations will be presented to a future meeting of the Parish Council for adoption.

**FS 34/16 To consider a retainer by the Parish Council website host contractor for WordPress Core and Plugins updates:**

Members discussed the matter and agreed not to proceed with a proposal to give a retainer to the Parish Council’s website host contractor for WordPress Core and Plugins updates.

**RESOLVED**

**not to proceed with a proposal to give a retainer to the Parish Council’s website host contractor for WordPress Core and Plugins updates.**

**FS 35/16 To discuss any staffing related matters:**

The Parish Clerk’s annual appraisal will be taking place shortly with the Chair and Vice-Chair of the Parish Council, and the Chair of the Finance & Staffing Committee.

**NOTED**

**Date of next meeting:**

Monday 13th March 2017, 7:30pm at Holmwood School, Kensington Drive, Great Holm, Milton Keynes.

**THE CHAIRMAN CLOSED THE MEETING AT 9:00PM**

Signed \_\_\_\_\_ Chair Date \_\_\_\_\_