



Minutes of the Meeting of Loughton & Great Holm Parish Council Finance and Staffing Committee held at 7.00pm on Monday 27 April 2020.

Location: the meeting was held remotely, via Zoom technology.

Councillors present: Altieri-Douglas (in the Chair), Bailey, Howe, Nayee, Nolan, Todd. Cllr Dyer was also present until item FSC49/20 of the meeting.

Staff present: Philip Compton (Parish Clerk)

Members of the public present: 0

FSC44/20 Apologies: There were no apologies for absence

FSC45/20 Declarations of interest: None.

FSC46/20 Minutes of the previous meeting: Minutes of the meeting held on 09 December 2019 were approved and signed electronically by the Chair as an accurate record of the proceedings of that meeting.

Staffing Issues

FSC47/20 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.

FSC48/20 Staff updates: Verbal report was provided by the Clerk/RFO on the following staff members.

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

Finance Issues

FSC49/20 Pavilion: Discussion was held over the Pavilion tenant. The Clerk advised that he had informed the tenant it was a term of the lease to provide access to the landlord, with the provision of notice, if desired by the landlord, but that the Clerk did not have a key to the premises and the tenant would not provide him one.

Action: It was resolved the Clerk would invite the tenant to a zoom meeting with Cllrs Bailey and Todd, in order to engage in communication with the tenant, and understand the future of the current business model.

FSC50/20 Internal Audit report: The annual report was received and noted. Cllr Bailey commented that the recommendation to have a reserve, and the wording of the recommendation, was stated unclearly and left ambiguity as to how to calculate a formula for reserve. Discussion ensued as to the underlying reason for having a reserve.

FSC51/20 Reserves Policy: The Clerk as RFO recommended having a reserve policy, and had uploaded in the meeting papers a draft reserves policy, based on the NALC model policy. The Clerk explained he had increased (from the model policy) the proportion or precept from a quarter to a third, to reflect receipt of rent, which in the previous year had totalled a quarter of the Parish's income.

Action: Cllr Todd proposed putting to Full Council a resolution not to go under £30,000 in the bank balance, but to re-consider the reserve policy when setting the budget in six month's time, in November 2020.

FSC52/20 Finance Reports: The Clerk had compiled a three-year working document, measuring budget versus spend and highlighting the difference, with the aim of clarifying why the reserve had diminished from £136,924 to £56,000 in 24 months. The document showed the overspend was on account of refurbishing the Parish's premises. The refurbishments had cost £27,000 (for the GHCC) and £44,000 (for the Pavilion).

FSC52/20 pay scales for 2020/2021: Councillors noted pay increments for all three members of staff would be backdated to 01 April, when they were eventually agreed with the Unions.

Date and time of Next Finance and Staffing Meeting: 7.30pm on Monday 08 June 2020, either remotely or at the Community Centre, 87 Kensington Drive, Great Holm MK8 9AY, pending government advice on public meetings.

The meeting was declared closed at 8:30pm