



Minutes of the Meeting of Loughton & Great Holm Parish Council Finance and Staffing Committee held at 7.30pm on Monday 14 September 2020.

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

Councillors present: Altieri-Douglas (in the Chair), Bailey, Howe, Nayee, Todd. Cllr Nolan was present from item FC17/20

Staff present: Philip Compton (Parish Clerk)

Members of the public present: 0

FSC10/20 Apologies: There were no apologies for absence, Cllr Nolan logged-in at 8:07pm.

FSC11/20 Declarations of interest: None were declared.

FSC12/20 Minutes of the previous meeting:

Action: Minutes of the meeting held on 08 June 2020 were read by the Chair and approved as an accurate record of the proceedings of that meeting. These minutes and those of 27 April 2020 were signed in hard copy by the Chair, for the Clerk's records.

Finance Issues

FSC13/20 Allotments: Councillors had been requested to consider an increase in allotment rent for 2020-2021, of £1 and £2 per half or full plot respectively, for residents of the Parish who held a plot, in a report as compiled by the Clerk. Councillors debated whether repairs to the allotment site should be included under the allotment expenses line.

Action: Cllr Todd requested this to be taken to Full Council for their decision-making, and the Clerk would put it on the agenda for the next Full Council meeting on Monday 21 September 2020.

FSC14/20 Pavilion: Councillors noted Pavilion works as conducted by electricians in bringing the building up to compliancy levels. The part of the building excluded from the tenancy agreement to the Grumpy Cook had not been checked for compliancy since 2010, and so was out of date. The Clerk had sought and received electronic approval for exceeding his delegated spending powers under the financial regulations, and the Committee proceeded to ratify this electronic agreement to conduct electrical compliancy work, of £300 and £3,267.60. The Committee noted the building was now compliant, in terms of electricity, until 2025.

FSC15/20 Finance Reports:

Action: Councillors considered and approved the income and expenditure report for the year to date, and budget versus actual report for the year to date, including the month of August, as compiled by the Clerk/RFO. Councillors wished to know the current

bank balance, and were informed it would be £135,436, upon receipt of the second precept instalment which was due imminently. Councillors noted receipt of the £10,000 Small Business Grant as agreed electronically and received on account of the Parish Council being in receipt of small business rates relief at the Community Centre. Councillors considered likely carry forward at the end of the year, Cllr Bailey predicting around £80,000, the Clerk £85,000, however both noted there were several projects which could potentially happen before year end which would impact upon the Parish's finances.

FSC16/20 Covid impact on budget: The Clerk provided this report verbally, using the budget versus actual report as discussed above for reference. Councillors noted loss of income from premises over the year, which was offset by additional unbudgeted receipt of the small business support grant (£10,000). Councillors noted the unbudgeted receipt of JRS (Job retention scheme) funding for the Premises Assistant, which had been received as the role was paid for through rental income from the Community Centre and the employee had been placed on furlough. Councillors noted the cleaning schedule as provided by the Clerk, but that there would be no projected increase in cost as the GHPS were cleaning the place thoroughly prior to regular groups' arrival.

Cllr Nolan arrived at this point in the meeting (8:07pm)

SFC17/20 MKPA bill:

Action: the unbudgeted VAT element of MKPA bill (£1,306.80) was approved, upon condition the Clerk requested more clarity in billing in the future, from the MKPA.

Staffing Matters

FSC18/20 Exclusion of the public - in view of the confidential nature of the business at this item, it was confirmed there were no members of the public present.

FSC19/20 Staff updates: the verbal report provided by Clerk/RFO was noted, and the Committee noted the Unions had agreed the pay increase of 2.75% which was backdated to April, for the following staff members:

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

FSC20/20 Agenda items for the next meeting: The Clerk reminded Councillors to follow the procedure as laid out in the Council's Standing Orders for requesting motions to be considered at meetings in writing to the Clerk at least 7 days before the meeting.

Date and time of Next Finance and Staffing Meetings:

- 7.30pm on Monday 9 November 2020, to be held remotely, via Zoom.
- 7.30pm on Monday 14 December 2020, to be held remotely, via Zoom.

The meeting was declared closed at 8:20pm