



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

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

Councillors present: Altieri-Douglas (in the Chair), Howe, Nayee, Nolan.

Staff present: Philip Compton (Parish Clerk)

Members of the public present: 0

Cllrs were reminded rules about code of conduct at meetings applied to virtual meetings, and as had been requested at September Full Council the meetings would be recorded.

FSC33/20 Apologies: Apologies for absence were received from Cllrs Bailey and Todd, and for lateness Cllr Nolan, who arrived at 7:37pm, during item FSC38/20.

FSC34/20 Declarations of interest: None were declared.

FSC35/20 Minutes of the previous meeting:

Action: Minutes of the meeting held on 09 November 2020 were read by the Chair and approved as an accurate record of the proceedings of that meeting and would be signed by the Chair after the meeting for the Clerk's records.

Finance Issues

FSC36/20 External Audit report for 2019-2020 financial year:

Action: The PKF Littlejohn limited assurance review which classed as an external audit had been received, was included in the paperwork prior to the meeting, and it was noted there were no concerns expressed by the auditors.

FSC37/20 Contract for Great Holm Pre-School (GHPS):

Action: The GHPS finances for the previous academic year, ending summer 2020, were summarised and the Clerk recommended no increase for the forthcoming financial year. It was resolved there would be no increase.

FSC38/20 Business plan:

Action: Amendments to the Draft business plan were: to extract the Ashpole Furlong Play Area, which had been completed, insert Loughton Schools parking safety measures, and include research into using a field for the purpose of dog exercise. Councillors noted there was the possibility of obtaining s.106 funding relative to the Elfield Park development for the purpose of providing a new allotment site.

FSC39/20 Budget-setting for 2021-2022:

Action: a draft budget was agreed for recommendation to the Full Council for adoption on 21 December 2020. Following the Clerk's draft budget there would be an in-year deficit of £2,400, and the Committee noted this could be £6,000 higher as rent from the Grumpy Cook Café was included in the budget. The Committee wished to keep expenses from households low during stressful economic times, and so precept requirement for the forthcoming financial year was agreed at £92,330, this would equate to £41.76/band D household, a £1.96 per household/yr increase based on 2021-2022 number of Band D properties.

FSC40/20 Reserve Policy:

Action: it was agreed to recommend to Full Council the draft reserve policy.

FSC41/20 Finance Reports:

Action: The income and expenditure report up to and including November 2020 was noted.

Staffing Matters

FSC42/20 Exclusion of the public: the Chair confirmed there were no members of the public present for the following agenda item.

FSC43/20 Staff updates:

a) Cleaner/caretaker

Annual appraisal of the Caretaker/Cleaner had been conducted by the Clerk and Cllr Nolan on Tuesday 24 November. The Caretaker's performance was at or above satisfactory and he had been moved up an SCP (Spinal Column Point) from 9 to 10 in the LC1 substantive benchmark range, effective 01 January 2021.

b) Parish Clerk/RFO

Annual Appraisal of the Clerk had been delegated by the Finance and Staffing Committee on Monday 9 November 2020 to Cllrs Altieri-Douglas, Bailey and Nayee, who had conducted the appraisal on Wednesday 18 November 2020. The Clerk's performance had been deemed to satisfactory standard and the Committee noted and approved the recommended move up SCP by 1 point from 25 to 26 in the LC2 substantive benchmark range, effective 01 December 2020.

FSC44/20 Agenda items for next meeting: Councillors to inform the Clerk in writing and within the required timeframe of any items requested to be placed on the agenda.

Date and time of Next Meeting: Monday 08 March 2021, at 7:30pm

The meeting was declared closed at 8:30pm.