

**Minutes of the Meeting of the Finance and Staffing Committee on  
Tuesday 7<sup>th</sup> April 2020 at 5.00pm  
at the Parish Council Meeting Room virtual meeting room.**

**Present**

Cllr Tubb (Chairman)  
Cllr Judge  
Cllr Wyatt  
Cllr Watton  
Cllr Duffield

**In attendance**

Clerk E Barry (recording)

Members of the public: 0

Cllr Tubb explained the process for the virtual meeting, with each Councillor being asked in turn for their comments and to go through the list of Councillor's for voting.

**20.30 Apologies**

Apologies had been received from Cllr Ronson

**20.31 Minutes**

To approve the minutes of the last meeting – PROPOSED by Cllr Wyatt, SECONDED by Cllr Watton, AGREED and signed by the Chairman.

**20.32 Declarations of Interest**

There were none.

**20.33 Public Participation**

There were no members of the public in attendance and no public representations have been received.

**20.34 Financial Situation Reports**

**i. Reconciliations**

Reconciliations had been completed prior to the meeting by Cllr Watton and balanced.

**ii. Month-end report and budget status March 2020**

The Clerk reported that:

- Expenditure excluding Community Centre and Temporary accommodation = £167,881
  - Income excluding S106 and NHB monies = £283,175
- Leaving a surplus of £115,294 (£50K of which is unspent Community Centre budget to be ring fenced for Fin Yr 2020/21)

However, the Clerk explained that there would be some adjustments necessary at year end to take account of any debtors, creditors and accruals and this would be reported at the next meeting after year end close down.

**iii. Re-code correction of Park Keeper salary from Caretaker code to Salaries code**

The Clerk reported that as the new park keeper had been taken on as an employed member of staff part way through the financial year, payments that had been budgeted to the Caretakers budget code had been recoded to the salaries budget.

**iv. Community Centre (CC)**

**Contract sum forecast**

Cllr Tubb reported that as the CC work had temporarily stopped on the new building due to COVID19, since then the CC Delegated Authority (DA) had been in discussions with the main

design team members to ensure no extra costs were incurred outside of the costed agreements. The Clerk reported that the contract sum was currently sitting at 1,833,885 but that this included the main contractor providing all of the trenching works at a cost of 29,000 in total. The Parish council however believe that these costs can be reduced considerably by commissioning a separate grounds work contractor and a quote would be going to Parish Council the following day for consideration.

#### **Income/Expenditure**

The Clerk reported the following figures: Total Expenditure to date plus pending payment = £652,438.20; Funds received = £487,676.20; Funds to be claimed from S106/NHB = £164,762.00

#### **review of invoices**

The Clerk explained that the invoices were highlighted on the summary report but needed checking with Cllr's Tubb and Read before the Parish Council meeting on Wednesday. Cllr Watton asked if any issues with delays in payment from S106 or New Homes Bonus were expected and the Clerk and Cllr Tubb were hopeful that there would not be and if there were, that they would be minor.

#### **v. Payments to be agreed**

**MOTION:** to recommend payment of invoices PROPOSED by Cllr Wyatt, SECONDED by Cllr Duffield and AGREED.

#### **20.35 Budget for Buckland landscape cricket club payments**

**MOTION:** Agreed to apportion £1,000 for cricket club cuts to current year GM Ad Hoc budget was PROPOSED by Cllr Watton, SECONDED by Cllr Wyatt and AGREED

#### **20.36 Audit**

##### **i. Update on internal audit arrangements**

The Clerk explained that Due to COVID-19, it is likely that the internal audit for this year would be held remotely. To get the ball rolling the new internal auditor had sent through the list of documents and information that he needed to review and asked that it be sent electronically to him by May 26<sup>th</sup>.

Cllr Watton requested that list of documents circulated to the committee and the Clerk

**AGREED**

##### **ii. Review and recommendation of interim audit report –**

Cllr Tubb read through the internal auditors interim audit schedule and the Committee made their recommendations against each item, for presenting to Parish Council the following day.

**MOTION:** To make recommendations to Parish Council on points raised at the interim audit, PROPOSED by Cllr Watton, SECONDED by Cllr Duffield and AGREED.

##### **iii. Update on AGAR and External Audit**

The Clerk reported she was still waiting on guidance from PKF Little John with regard to the External Audit and although they haven't sent out the AGARs, their website suggests clerks may wish to complete them anyway. The internal Auditor has emailed a copy to the clerk. There was a proposal that the external audit deadline be put back 2 months from 30<sup>th</sup> June to 31<sup>st</sup> August.

Read out from the summary

#### **20.37 Temporary Accommodation during COVID-19**

##### **i. Temporary Accommodation Units**

Cllr Tubb explained that the CC DA had been in discussion with Portable offices. The Contract ends in October but there would still be a requirement to accommodate the Football club and café after this date due to the delays in the new CC build as a result of COVID-19. Cllr Tubb explained that the DA had negotiated a reduced rent by 50% for up to an extra 3 months. Cllr

Wyatt asked for clarification that full hire costs to end of 52 weeks then discounted rate at 50% and Cllr Tubb confirmed that was correct. She explained that another option would be to pay to the end of the 52 weeks then have the temporary accommodation taken away and Cllr Tubb expressed the opinion that the back lash from the loss of FC facilities and Café would present more issues. Cllr asked that Portable Offices be asked what would happen if the accommodation was required beyond the extra 3 months.

**MOTION:** To recommend a course of action to Parish Council to accept the offer from Portable Offices with a caveat to review at the beginning of June and engage in further discussions if it looked likely a further extension would be required, PROPOSED by Cllr Wyatt, SECONDED by Cllr Judge and AGREED.

**ii. Café in the Park rental charges**

Cllr Tubb explained that the café had closed as per government guidelines and that the Café had written to ask if they could freeze rent payments during this time.

**MOTION:** To recommend a course of action to Parish Council – No base rent payment from beginning April until trading again and not to pay turnover in advance but leave the turnover settling balance until August as usual, was PROPOSED by Cllr Watton, SECONDED by Cllr Judge and AGREED.

**20.38 Staff Matters**

**i. The Clerk's hours**

**MOTION:** to agree increase in Clerk's hours from 25 to 27 per week, PROPOSED by Cllr Watton, SECONDED by Cllr Duffield and AGREED.

**ii. Pensions**

- The Clerk and Cllr Tubb explained that they had recently met with a representative from BCC and had been asked to update the Parish Council resolution on staff eligibility for the Local Government Pensions scheme due to the old one lacking clarity. A resolution would be passed at the next Parish Council meeting.

**20.39 Date of next meeting**

No date was set for the next meeting

Signed.....Date .....