

DUNTON GREEN PARISH COUNCIL

MINUTES of a Meeting of the Finance & General Purposes Committee held at Dunton Green Pavilion on Tuesday 30th NOVEMBER 2017 at 7.30pm

PUBLIC SESSION

None.

The meeting started late (at 8pm) due to the availability of councillors.

1. PRESENT / APOLOGIES

Present: Cllrs. Mrs. England, Hersey, Mrs. Gomes-Chodynietki

Apologies: Cllr. Lockett

In attendance: Tracy Godden (Clerk)

2. DECLARATIONS OF INTEREST IN AGENDA ITEMS

None.

3. MINUTES OF THE COMMITTEE

It was noted that the minutes of the Finance & General Purposes Committee meeting held on 7th November 2017 had been approved and confirmed at the full Parish Council meeting on 14th November 2017.

Due to the topic under discussion, Item 4 was discussed in closed session.

4. STAFF CONDITIONS OF SERVICE

4.1 Salary packages (to include pension, pay)

The Clerk had provided background information data for members to consider. The Clerk left the room to allow frank and free discussion.

It was Proposed - Cllr Mrs. England, Seconded - Cllr. Hersey and Agreed that with effect from 1st April 2018 the Clerk's Salary Spinal Point (from the National Joint Council Salary Scales) should be increased from SP37 to 38 and that the Parish Council's employer contribution to the Clerk's pension be increased from 3% to 4%. The increases take into account the increased responsibilities that the Clerk has already taken on since 2012 and will be taking on from 1st April 2018. All other terms and conditions remain the same. Clerk to make arrangements for the requisite changes to the payroll to take place,

Clerk

The Clerk returned to the room.

It was noted that there would be a need to agree terms & conditions for an Administrative Assistant/Facilities Manager. This would be done before the end of January 2018. Assumptions about the hours, level of pay and pension arrangements had been made for budget preparation purposes.

Clerk FE

The closed session was concluded.

5. BUDGET 2018/19

5.1 Draft budget (for submission to the next full council meeting)

The Clerk had provided members with a draft version (updated since the Finance & GP Committee meeting 7th November) for consideration. It was agreed that Community Infrastructure Levy monies should be noted separately to the main budget as this would be an unpredictable element which would skew the figures. Some renaming of categories (e.g. Street Furniture' to cover village sign, noticeboards, benches etc) should be introduced and some minor changes were requested.

It was Proposed - Cllr Mrs. England, Seconded - Cllr. Hersey and Agreed that, subject to the minor changes discussed being made, the draft budget should be recommended for approval at the next

full council meeting in December. The Clerk would make the requested changes and circulate to all members prior to the meeting on 12th December. Clerk

The Clerk confirmed that discussions around the Precept would take place at the December meeting when it was anticipated that the latest Tax Base figures would be available. This would allow members to see the per Band D household charge. The Clerk would prepare information for the December full council meeting. Clerk

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None.

The meeting closed at 8.57pm.