



MINUTES OF THE MEETING OF THE FINANCE COMMITTEE ON TUESDAY 20TH NOVEMBER 2018 HELD IN THE PARISH MEETING ROOM, GOUDHURST ROAD, MARDEN COMMENCING AT 8PM

23/18 PRESENT

Cllrs Boswell, Jones, Mannington, Stevens and Tippen were present. Cllrs Brown, Newton, Robertson and Turner together with the Clerk were also in attendance.

24/18 APOLOGIES

Cllr Adam gave his apologies

25/18 PARISH COUNCILLOR DETAILS

Register of Interests

There were no amendments to the registers of interest.

Granting of Dispensation

There were no requests for dispensation of any item on this agenda

26/18 MINUTES OF PREVIOUS MEETING

The Minutes of the meeting held on 23rd October 2018 were agreed and signed as a true record.

27/18 REVIEW OF 2018/19 BUDGET

The Clerk had provided an updated income and expenditure spreadsheet which included the predicted I&E until 31st March 2019. Cllrs viewed the document and questions raised were answered by the Clerk. Following this the figures were agreed

28/18 UPDATE FROM HR SUB-COMMITTEE MEETING

The HR Sub-Committee met on 16th November 2018 and a report had been prepared by the Clerk which was made available at the meeting.

29/18 DRAFT BUDGET AND PRECEPT 2019/20

REVENUE

Salaries

The Clerk left the room whilst salaries were discussed

For Cllrs information when agreeing the salary proposals it was reported that:

The Assistant Clerk would be retiring from her role on 29th January 2019 and it was being proposed that the position be advertised in the New Year for a Deputy Clerk working 20 hours per week to commence in April 2019;

The Cemetery Caretaker had requested to reduce his hours from 29 to 22 per week. This had been agreed and would commence from 1st April 2019;

The HR Sub-Committee proposed that an additional position for ground staff be advertised in the New Year for 15 hours per week commencing April 2019.

After the above was agreed the following salaries were proposed to take effect from 1st April 2019:

The Clerk to be awarded one salary scale increment to Scale 38

The Deputy Clerk position would be advertised at Scale 20 (with the option to increase to Scale 22 if the applicant had experience/qualifications).

The Cemetery Caretaker: Would increase by the same percentage as the NALC (Office staff) increase.

The Village Caretaker: It was proposed that due to additional workload and working above and beyond his duties an increase of 50p per hour be awarded

New ground staff: It was proposed that the position would be advertised at £9.50 per hour.

NALC salary structure had not been published at the time of the meeting.

The Clerk returned to the meeting

Public Conveniences

No additional expenditure was envisaged so a 3% increase would be made to the 2018/2019 budget with the exception of utilities as this had increased during the last financial year.

Play Scheme 2019 fees: The fees had been discussed prior to the meeting and proposed that these be increased to £5.00 (morning session)/£10.00 (all day) if pre-booked. A reduction would still be given to families or more than one child and funded places would still be available.

Fees

Cemetery had been increased by £5 or £10 on individual costs

Southons Field – fees would remain the same

Playing Field – one off hirers to be charged as (ii) above and the pitch hire/ changing facilities would be increased to £52.50 per game

Donations

Agreed to remain the same

Increases to contract charges

No information had been received by the Clerk indicating an increase in any of the contract charges. It was noted however that the contract for the public conveniences cleaning would be terminated by the company at the end of the year however it was not envisaged that a new quote would be substantially higher.

Administrative expenditure

No additional administrative expenditure was envisaged.

Other Revenue expenditure to be considered

No other expenditure was envisaged.

CAPITAL

Purchase of equipment

The following equipment was required for new members of staff:

Mobile phone for Deputy Clerk;

Mower for ground staff;

Strimmer for ground staff;

Other equipment included:

Replacement strimmer;

Replacement hedgecutter.

The office telephone needed replacing but this would be from 2018/19 budget.

Other Capital expenditure to be considered: This would be discussed in more detail at the next Finance Committee meeting in January.

30/18 SETTING BUDGET/PRECEPT

Cllrs reviewed the income and expenditure for 2018/19 against the budget and other than items where it was known the expenditure/income a 3% increase was proposed.

A copy of the draft budget is attached to these minutes.

It was noted that the Tax Base had not been received from Maidstone Borough Council so the finalisation of the budget and the Precept could not be agreed until after this had been received.

31/18 4-YEAR FINANCIAL PLAN

This would be updated following the final budget proposals.

32/18 INVOICES**Electronic Payments**

Golden Hill Nursery – Plants for Troughs - £22.00

Erika Lock – Christmas Supplies - £351.10

Ecocleen – Public Convenience cleaning - £597.79

Alison Hooker – Christmas Supplies - £137.54

Robert Underdown – PAT Testing of Trees and lighting - £250.00

Ian Jones – S/Field & P/Conv locking - £200.00

Total: £1,558.43

Cllrs Newton and Tippen to authorise payments on Unity

33/18 FINANCIAL POLICIES**Fee Charging Policy****Finance Risk Assessment****Financial Regulations**

The above would be reviewed following the completion of the budget/precept in January 2019.

34/18 OTHER FINANCIAL ISSUES

It was discussed whether a deep clean should be undertaken prior to new contractors taking over the cleaning of the public conveniences. It was agreed that the cost of hiring a steam cleaner be looked into rather than purchasing.

Updated Pay Policy (agreed by HR Sub-Committee) to be forwarded to Cllrs.

The Clerk asked Cllrs to be aware that the reserves were lower than what had been agreed at a previous meeting (ie 3 months' worth of expenditure) and that this should be considered when looking at 2019/2020 budget proposals).

There being no further business the meeting closed at 9.50pm

Date:

Signed:

Cllr Kate Tippen

Chairman, HR Sub-Committee

Marden Parish Council

Parish Office

Goudhurst Road

Marden

01622 832305

07376 287981

clerk@mardenkent-pc.gov.uk

www.mardenkent-pc.gov.uk