

FELSTED PARISH COUNCIL

Minutes of the Finance Committee Meeting held on 26 February 2020 at 5.00 pm in the United Reformed Church Hall, Committee Room.

- Present** Councillors John Moore - Chairman (left during Item F20/07), Graham Harvey (entered during Item F20/03), Frances Marshall and Peter Rose
- F20/01 **Apologies for absence and declarations of interest**
There were no apologies for absence or Declarations of Interest.
- F20/02 **Minutes of the meeting held on 20 November 2019**
The Minutes of the meeting were agreed and were signed by the Chairman.
- F20/03 **Matters arising from the November meeting**
03.1 Woodleys Car Park resurfacing (Item F19/32.1) – Members noted that a prolonged spell of wet weather had prevented this work from being undertaken. A revised quotation (same cost but revised specification) had been received from Ted Anderson which would be considered at the next full Council meeting.
03.2 Nature Area account signatories with Metro Bank (Item F19/32.3) – The Clerk confirmed that the process to record the three signatories on the account (Cllr Graham Harvey, John Moore and Alan Mackrill) had now been completed. Following the recent resignation of Cllr Alan Mackrill it would however now be necessary to delete Alan Mackrill as a signatory and replace him with Cllr Frances Marshall.
03.3 Review of PC Financial Regulations and Standing Orders (Item F19/32.4) – It was noted that the full Council had approved the revised documents at the meeting on 8 January 2020 (Items 20/09.1 and 20/09.2 refer).
- F20/04 **Bank Reconciliation and PAYE records**
The Chairman signed the Bank Reconciliation records as follows: Barclays current account (FPC) – October 2019 to January 2020 : Barclays Premium account (Nature Area) – July 2019 to January 2020 : Metro current account (Nature Area) – April to December 2019.
The Chairman signed the PAYE records for November 2019 to February 2020.
- F20/05 **Review of PC bank account arrangements**
Members considered the option to open a Deposit account, which would attract interest, to hold long term FPC funds. Barclays had recently announced that the interest paid on such accounts would reduce to 0.1%. It was agreed that with such a low interest rate the time and effort to open a new account and transfer funds etc would not be justified. This matter would be considered by the full Council at their next meeting with a recommendation from the Finance Committee that all FPC funds remain in a current account.
- F20/06 **Disaster Recovery/ Continuity policy**
The aim of this policy is to enable the PC to continue / resume their services to residents as soon as possible following a 'disaster', such as the loss of the PC office, an extended service outage or long-term staff unavailability. Cllr Graham Harvey agreed to produce a draft policy to be considered at the March 2020 full Council meeting.
- F20/07 **Review of future staffing arrangements**
07.1 Volunteer Co-Ordinator – Members noted that Roger Buckley had commenced this role the previous week. He would be responsible for organising all future Speedwatch sessions and submitting the data logs and he would also organise future Litter Picks. He would submit an invoice covering hours worked each month for payment.
07.2 Appointment of new RFO – Members noted that Daniel Plunkett would be employed by the PC as part time RFO, with effect from 1 March 2020. He will be employed for 5 hours per week on NJC Salary Scale new SCP 20 (formally SCP 27).
07.3 Clerk/Asst Clerk role changeover - Discussions had been taking place on the timetable for this role swap and the allocation of responsibilities to each role going forward. The swap was expected to take place in the next few months.

07.4 Review of Assistant Clerk's salary – Members noted that the Asst Clerk had been in post for 14 months. She had gained considerable experience and skills during that time and had completed one third of her Cilca qualification. It was agreed that the Asst Clerk's pay should be increased to NJC Salary Scale new SCP 25 (formally SCP 31) with effect from 1 March 2020. The current Asst Clerk's salary would then be reviewed again in October 2020 after she had taken over the Clerk's role.

CLERK'S NOTE: Cllr John Moore left the meeting during this Item. It was proposed by Cllr Frances Marshall, seconded by Cllr Peter Rose and unanimously agreed that Cllr Graham Harvey should take over the role of temporary Chairman for the remainder of the meeting.

F20/08 **Crix Green Mission extension works**

Members noted that the Crix Green Mission Trust had previously received enquiries to hold a children's playgroup on the premises. The extended building would be suitable for this use and also for exercise or other classes. The improved facilities could potentially generate an income in the region of £12,000 per year to the Trust going forward.

Members discussed the 3 quotes received for this work. It was proposed by Cllr Frances, Marshall, seconded by Cllr Peter Rose and unanimously agreed that the Finance Committee should make a recommendation to the full Council to accept the quote from Glen Mixture subject to the work/cost being split into 2 stages (constructing the shell of the building so that it is watertight and later fitting out the interior). The Crix Green Mission Trust will contribute £40,000 to the cost of this project which will cover a large part of the cost of Stage 1 of the works.

F20/09 **Review of budget for the current year to date**

Members studied the Budget Comparison prepared by the Clerk and noted the following:

INCOME

Receipt of £3500 UDC Community Project Grant

EXPENDITURE

The former category "Printing (Newsletter)" would be renamed "Parish magazine" and £1000 would be allocated for 2019-20.

Several projects included in the 2019-20 financial year had yet to be completed, mainly because of adverse weather conditions during the autumn and winter periods. These included tree works, work on the MUGA and children's play area and works to the car park and the passing place in Jollyboys Lane. It was likely that the costs of some of these projects would need to be carried forward to the next financial year.

F20/10 **Review of budget/projects for 2020-21**

Members noted the following adjustments:

1.Felsted Community Trust – Residual funds from the Felsted NPSG would be received once the SG was disbanded (about £1500) and these would subsequently be transferred into the FCT bank account, once it was opened. The PC would make up the amount of the transfer to the FCT to a total of £5000.

2.Crix Green Mission extension – See item F20/08 above.

F20/11 **Urgent matters and proposals for future Agenda items**

The concrete block, purchased to prevent an incursion on the Nature Area, was currently being kept at the playing field. It would need to be moved urgently if a future incursion occurred in the parish. It was therefore agreed that the Agenda for the March PC meeting would include an item giving prior approval for the cost of moving the concrete block.

F20/12 **Next meeting**

The meeting closed at 6.16 pm.

The next meeting will be held on 6 May 2020

..... Chairman

6 May 2020

