

D R A F T A W A I T I N G A P P R O V A L

GREAT SHELFORD PARISH COUNCIL

Minutes of the Finance and General Purposes Committee Meeting held in the Pavilion, Woollards Lane, Great Shelford at 7:30 pm on 16 December 2014.

Present: Cllrs Nightingale (Chairman), Hodge, Harwood, Shelton, Smith and Watson, and the Clerk. No members of the public were present. No **Declarations of Interest**.

1. Minutes of the F & GP Committee meeting of 14 August 2014 were **confirmed** as an accurate record and signed by the Chairman.

2. Minutes of the Council Meeting of 19 November 2014 were received and the following noted:

- in paragraph 4, it should be Buristead Road;
- it was hoped that CCC would install temporary speed limit reduction signs on both Hinton Way and Cambridge Road;
- Sports Pavilion: the Clerk had been told by Tim Page (Architect and Project Manager) that Omnis (Main Contractor) had assured him they would replace the timber cladding; Mssrs Page and Worrall (of Omnis) would meet on site in the next few days to agree which timbers would be changed and to review other outstanding matters; **agreed** that the Parish Council should be present; the Chairman to call an Extraordinary Meeting in January to review progress.

3. Finance: 9 payments approved and cheques signed. Total, payments of £14,039.69 and receipts of £1,162.00 noted.

4. Internal Audit Half-Yearly Review: the Clerk said this had taken place on 25 November. The Auditor (Hugh Holland) had stated, "I was impressed by the clear way you set out explaining the reconciling of the accounts. Also it was very useful to record the points we covered at the meeting. What I have seen to date indicates that the standards/controls you are maintaining should be good enough to meet the needs of the Council." The Committee welcomed this. The Chairman said that the full report of the Audit should be attached to the Minutes.

5. Budget/Precept: The Committee reviewed and discussed detailed figures provided by the Clerk in respect of spend to date, estimates to end of March 2015, and estimated expenditure for 2015-16. In particular, the Committee noted the following:

- current Precept £100,000;
- current Budget for 2014-15 as agreed last year £150,642;
- projected underspend £49,713;
- projected Reserves at end of current financial year £17,000, but did not take account of possible liability on Pavilion of up to £25,100;
- estimated Budget for 2015-16 £142,978;
- before allowing for Reserves, but taking account of likely underspend in current financial year, a Precept of at least £93,625 necessary for 2015-16;
- the Clerk suggested setting a minimum Precept of £103,000 which would provide a further £10,000 towards the Reserves.

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6. In discussion the Committee agreed:
- an additional £3,000 should be budgeted for a Pavilion Caretaker;
 - a further £8,000 should be added for Contingencies and Reserves;
 - within the Highways Budget, the £500 shown for a grit spreader should be deleted and added to Contingency.

7. Following detailed and careful consideration, the Committee **agreed** to recommend a Precept of £115,000 for 2015-16. Whilst fully appreciating that this represented a significant increase, the Committee felt it was important and necessary to rebuild the Parish Council Reserves, at the same time maintaining a prudent margin for contingencies.

8. The Chairman proposed, (seconded by Cllr Hodge) that Mr Fegan should receive a 2% pay increase. This was agreed with one dissenter. The Committee noted that the Clerk's salary, at Point 33 on the NJCLGS scale, would rise by just over 2% from 1 January.

9. Risk Assessment/Management. The Clerk circulated the up-dated Risk Management/Assessment matrix. This was reviewed and **agreed**. It was noted that the Assets Register was being up-dated by the Clerk and that, when complete, two Councillors should undertake an inventory check. **Agreed** that the matrix should be reviewed further at next full Council meeting. Also noted that Parish Council should be registered under Data Protection Act. **Action:** Clerk to register.

10. Parish Clerk: Clerk circulated a paper in respect of hours he was working. He pointed out that over recent months he had worked an average of more 23 hours per week, considerably more than an average of 14 hours per week on which basis he had accepted the position. He could not continue this beyond end of April, but meanwhile was ready to work with Parish Council to assess and structure the job recognising hours that were required.

11. Matters for Future Consideration:

- A neighbourhood planning meeting was required in January;
- submission to Electoral Divisions Review of Cambridgeshire was required by 19 January 2015. **Action:** Clerk to draft and circulate a submission;
- Street Lighting Project: noted that Balfour Beatty had failed to meet their promised timetable and quality of work; Clerk was in almost daily contact with them over shortcomings and would continue to point out hazardous areas. He would press for work to be completed as soon as possible and to promised standard;
- parking of Post Office Vans: the Chairman thought there were restrictions on parking of commercial vehicles; he would investigate and report back.

There being no other business, the Chairman closed the meeting at 9.20 pm.

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Signed:

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