



TATWORTH AND FORTON PARISH COUNCIL

Finance & Personnel Committee Minutes

Minutes of the Meeting of the Finance and Personnel Committee held on Thursday 24th January 2019 at 7.00pm in the Brewer Room of the Tatworth Memorial Hall.

Public

The Chairman intimated that no one had requested to speak but she would be happy to hear from any those members of the public present. Councillor Goody indicated that she wished to take a photograph of the ceiling mounted microphone as it would appear the loop system was not working.

Present: Councillors:

G Beattie
R Down

J Davison
J MacOmish

M Merecer

In Attendance:

Four members of the public which included Councillors Anne Goody and Eric Peardon.

FC1/19 To formally note the appointment of Councillor Mrs Margaret Mercer as the Committee Chairman.

Noted

FC2/19 To receive Apologies for Absence and to approve the reasons given. (LGA 1972 s85 (1))

None

FC3/19 Declarations of interests.

None

FC4/19 Chairman's Announcements.

None

FC5/19 Planning.

Application No. [18/03854/FUL](#) Proposal: Change of use of a caravan to use as a holiday let. Stepen Cottage Tatworth Road Chard TA20 2NN.

Resolved to approve

Application No. 18/03572/FUL Proposal: The erection of an agricultural extension to existing agricultural building. Witney Farm Tatworth Road Chard TA20 2NJ.

Resolved to approve

Application No. 18/3652/HOU Proposal: First Floor extension over existing first floor rooms. The Glen Holway Tatworth TA20 2SS.

Resolved to approve

FC6/19 Resolutions

- (1) **To approve the Terms of Reference for the Finance and Personnel Committee in order to recommend its adoption by the Parish Council.**

Resolved to approve and subsequently to recommend adoption by the full Council.

- (2) **To resolve to approve a Parish Council Investment Policy in order to recommend its adoption by the Parish Council.**

Resolved to approve and subsequently to recommend adoption by the full Council.

- (3) **To resolve to approve a Parish Council Reserves Policy in order to recommend its adoption by the Parish Council.**

Resolved to approve and subsequently to recommend adoption by the full Council.

- (4) **To resolve to approve the Parish Clerk's Contract of Employment.**

It was noted that the minor amendments as requested had been undertaken and as a consequence of that action it was **Resolved to approve the Parish Clerk's Contract and subsequently to recommend adoption by the full Council.**

Cllr. Anne Goody and another lady left the meeting at this point.

- (5) **To resolve to approve the following policies in order to recommend their adoption by the Parish Council.**

- (i) **Expenses Policy**

It was agreed that any reference to reimbursement of costs for home working by the Parish Clerk should be deleted from the document. As a consequence it was **Resolved to approve the Expenses Policy and subsequently to recommend adoption by the full Council.**

(ii) Absence Policy

Resolved to approve the Absence Policy and subsequently to recommend adoption by the full Council.

(iii) Grievance and Disciplinary Procedures

It was agreed that within the policy mention should be made of the existence of the two committees namely the Grievance Sub Committee and the Appeals Committee. Thereafter it was Resolved to approve the Absence Policy and subsequently to recommend adoption by the full Council.

(iv) Health & Safety

Resolved to approve the Health and Safety Policy and subsequently to recommend adoption by the full Council.

(6) To give due consideration to a draft Budget and thereafter make a formal recommendation to the full council as to the budget and precept for 2019-2020.

General discussion ensued on the notes (a copy of which is set out hereunder) prepared by the Committee Chairman in respect to the Draft Budget for 2019-2020.

Notes to 2019/20 budget

Income

1. Solely from Precept in 2019/20
2. Burials - it is envisaged that the income from burials will cover expenditure.
3. Allotments - it is envisaged that the income from rent will cover expenditure.

Expenditure

1. No provision is made in the budget for the Jubilee Field as we have EMRs of £23232 for the development of the field and £7516 for the maintenance.
2. No provision is made in the budget for the allotments and the EMR of £4788 has been allocated to the purchase of a SID/VAS.
3. No provision is made for Coombses Pond as the EMR of £1777 has been allocated to this area. It is envisaged that here will be an additional £623 that can be allocated to the pond as we are no longer required to add to the MUGA EMR. The agreement is that we pay £657 per annum for fifteen years a total of £9855 by 2020, we have exceeded that by £623.
4. Subscriptions - SALC, SW Employers and account package fees.
5. Village Agent to : Mark graves

Put up notices

General village cleansing including litter picking, clearance of gullies, tree maintenance, maintenance of bus shelters and benches, clearance of graffiti.

Resolved that the proposed Budget for 2019-2020 to be recommended to the full council for ratification to be fixed at £48,330.

It was noted that if the full council resolved to ratify this figure then it would reflect an increase in the precept of £5.11 for the year. The Band D Charge would increase from £44.04 in 2018-19 to £49.15 in 2019-20 representing a percentage increase of 11.60%

- (7) To receive the the notes and recommendations dated 18th December 2018 from the Council's Internal Auditor Bridget C Bowen.

Resolved to note the notes and recommendations from the Council's internal auditor and also to note the subsequent actions undertaken by the Parish Clerk.

- (8) To note the comments of the External Auditor to the year-end accounts 31st March 2018.

Resolved to note the comments from the Council's external auditor to the year-end accounts 31st March 2018 and also to note the subsequent actions undertaken by the Parish Clerk.

FC7/19 Matters for information purposes only

None

FC8/19 Correspondence

None

FC9/19 Date and Time of next meeting – Thursday 18th April 2019 commencing at 7.00 pm.