

Stockland Parish Council

Minutes of the Finance and Staff Committee Meeting held in the Committee Room, Stockland Victory Hall at 3pm on 10th January, 2018

- 1) **Public Participation Time** (SO 1e & f); there were no members of the public present.
- 2) **Exclude members of the press and public**; There were three Items considered as confidential, as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted [Public Bodies(Admission to Meetings Act) 1960]. Items 6i) Staff Pension; 6ii) Deposit Fund; 7) Staff Appraisal
- 3) **To record those present/apologies for absence** and to consider whether to approve the reasons given; Cllrs Griffiths (chairperson), Maitland; K Pearson, Clerk to the council, in attendance; apologies from Cllrs Drew, Durrant, Patch with no reasons given.
- 4) **Declarations of Interest**: There were no interests to declare (s31 & 33 of the Localism Act 2011) (Code of Conduct, 2012).
- 5) **Finance & Staff Minutes**-to note that the draft minutes of the meeting of the 8th November were confirmed and signed at the council meeting on the 28th November.
- 6) **Action Review Summary**-
 - i) **Pensions Regulator**; resolved to receive the Clerk's report; the Council agreed to provide the National Employment Savings Trust (NEST) pension and under current conditions are not required to provide Automatic Enrolment nor provide any contributions; the Clerk to decide whether to request access to the Fund.
 - ii) **Deposit Fund**; resolved to receive the Clerk's report; as the minimum deposits for both Funds were well above current levels they would not be suitable for the Council.
 - iii) **Annual Return**; resolved to receive the Clerk's report from the current allocated External Auditors for 2017/18, PKF Littlejohn LLP, identifying that Smaller Authorities (below £25,000 turnover) could be exempt from an external audit and it was agreed not to apply for exemption; agree the Clerk to undertake the online webinar offered for 23rd January.
- 7) **Clerk's Objectives Appraisal**- resolved to; receive the updated report of current progress against the objectives set out for the year; agreed the four objectives for the 2018/9 Appraisal; and Cllrs Griffiths, Maitland and the Clerk signed and dated the completed document and this would translate into one incremental point progression from SCP 24 to 25 on the 1st April 2018.
- 8) **Budget and Precept 2018/19**; resolved to; amend and agreed the draft report from the Clerk; the Budget and Precept for 2018/19 would be recommended to the full Council on the 23rd January as an increase of 15% (see App 1).
- 9) **Items of Future Business** for the next Agenda. None
- 10) **Confidential Items**: In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of issues agreed under item 2 of the Agenda; **Agenda Items** 6i) Staff Pension; 6ii) Deposit Fund; 7) Staff Appraisal.

Signed

Chairman

23rd January 2018

Meeting closed at 4pm

Appendix 1

Stockland Parish Council	Actual Previous Yr	Actual 2017 18	Probable Outturn 2017 18	Budget 2018 19					
RECEIPTS	2016 17	2017 18	2017 18	2018 19					
Balance b/f	31733	19316		4000					
Precept (not CTSG)	5891	7264	7264						
General fund CTSG N2	128	56	56	43					
General PC fund	8273	470	470	700					
Democratic services election	400	400	0	200					
P3 funds	350	983	-87	350					
Turbary funds N1	4174	18811	18811	14559					
Play area	378	-24	-24	600					
Neighbourhood Planning N3	0	96	36	100					
Parishes Together Fund N4	1472	581	-61	580					
Defib fund	0	702	514	0					
VAT	4253	3234	4253	1					
Wayleaves	516	366	366	366					
Total Receipts	25835	32939	31598	21499					
PAYMENTS									
Staffing N5	4791	3933	5681	6000					
Turbary N6	9605	4594	18158	15000					
P3 costs	294	1070	1070	700					
Parish Council N7	2023	5099	5300	3450					
Democratic services election	0	0	0	200					
Annual Subscriptions	436	100	619	600					
Play area	624	84	744	600					
Neighbourhood Planning	566	60	566	100					
PT Fund N8	1355	642	-61	580					
Defib costs	65	100	64	100					
VAT N9	1424	694	3069	1					
Contingency	0	0	500	1500					
Total Payments	21183	16376	35710	28831					
Surplus / deficit	4652	16563	-4112	-7332					
Precept at same rate as 2016/17 (£22.21*327)				7263					
Shortfall				-69					
Precept to cover balance				7,332					
Band D tax required				22.42					
Increase £ pa				0.21					
Increase %				0.95					
Increase over the same rate as 2016/17					2%	5%	10%	15%	20%
Precept					7,408	7,626	7,989	8,352	8,715
Closing balance					76	294	657	1,020	1,383
Band D tax required					22.65	23.32	24.43	25.54	26.65
Increase £ pa					0.44	1.11	2.22	3.33	4.44
Increase %					2.00	5.00	10.00	15.00	20.00