

**AGENDA OF THE MEETING OF THE FINANCE COMMITTEE TO BE  
HELD VIA ZOOM ON MONDAY 26<sup>TH</sup> OCTOBER 2020 at 7pm**

*If you wish to join the meeting via audio and video then visit the Zoom website and click 'Join a Meeting' if you wish to join the meeting via audio only then using a landline dial 0203 901 7895*

*The meeting ID is 829 8603 8620*

*The password is 738741*

**Committee** – Cllrs R Turner, A Parr, R Watts, P Arnott, E Jones, H West, S Real, C Pady, K Clifford and J Gardiner.

*Request that those who are recording declare so and conform to standing orders and GDPR legislation (states the public entitled to anonymity so need to know if meetings are being recorded to exercise that right).*

- 1 **Apologies for absence**
- 2 **The Minutes of the Finance Committee Meeting held on 28<sup>th</sup> September 2020 (Appendix M) to be approved.**
- 3 **Matters arising from the minutes**
- 4 **Declaration of Interests.**
- 5 **Democratic Period** – opportunity for public questions & comments.
- 6 **Balanced Accounts for the period 1<sup>st</sup> – 30<sup>th</sup> September 2020 to be approved.**
- 7 **Accounts to be presented for payment**

**BACS Mrs S Haines** Salary 840.54 Zoom subscription 11.99 VAT 2.40 Office supplies 2.98 Overtime 5 hours 57.50 Minus pension contribution 45.00. **Total 870.41 pounds.**

**BACS Mr J Rollings** Salary 889.81 Mileage 0.45p X 40 miles 18.00 Minus pension contribution 80.00. **Total 827.81 pounds.**

**BACS HMRC PAYE** 227.20 NI Employee 50.94 NI Employer 75.14. **Total 353.28 pounds.**

**DD Nest pension** Employee contribution 125.00 Employer contribution 29.53. **Total 154.53 pounds.**

**BACS PKF Littlejohn LLP Annual External Audit** 300.00 VAT 60.00. **Total 360.00 pounds.**

**BACS J. Mair contracting** Tree works at Road Green 480.00 Tree works at PMPF 220.00. **Total 700.00 pounds.**

**BACS Office Depot 2 Ring Binder Folders** 1.40 VAT 0.28. **Total 1.68 pounds.**

**BACS Office Depot Laminator** 19.99 VAT 4.00 Laminating pouches 5.15 VAT 1.03. **Total 30.17 pounds.**

- a) Conclusion of audit received from PKF Littlejohn, a decision needs to be made on how much the Parish Council will charge anybody requesting a hard copy of the AGAR. (4 pages)
  - b) Electrical inspection due on the Rosemary Lane store in December. The last inspection was conducted by Matt Craker 5 years ago.
  - c) Permission to refund EROB on reserved grave no longer wanted. 600.00 pounds.
  - d) Advertising Clerks Temp replacement. An order has been placed in the Midweek Herald at a cost of 319.50 pounds + VAT.
  - e) Zoom meetings – Do we want to sign up for a year subscription at a cost of 119.90 pounds +VAT? Current monthly subscription is costing 11.99 pounds +VAT. Potential saving of 24 pounds +VAT.
  - f) Quotes received for works to cut back shrubs and clear area of Govers Meadow Gardens.
  - g) Clerks holiday request 28<sup>th</sup> & 29<sup>th</sup> October and 21<sup>st</sup> – 24<sup>th</sup> December. Remaining balance 28 hours. Carry forward or pay?
  - h) Social club insurance claim – confirmation received that the buildings are index linked and it is the PC responsibility to have the buildings valued.
- 8 Fees to be changed in the finance year 2021 - 22**
- Tennis courts:** Currently 5 pounds an hour for adults and 1 pound an hour for children.
- Allotments:** Present rates are 34 pounds for a full plot, 22 pounds for a half plot and 15 pounds for a quarter plot. Rent notices have been issued and money is trickling in. Charges were increased by 2 pounds last year (except quarter plots which went up by 1 pound) some plots have been vacated and will be offered to those on the waiting list.
- Cemetery:** Charges increased last year for fees for a person over 18 (385 pounds) and EROB/burial (650 pounds) cremation and memorial cost remain the same. Recommendation from funeral home to add on the regulations: 'Purchased plots may not be transferred without PC approval' as there has recently been a surge in people buying plots and selling them on for a profit.
- 9 Rents to be charged in the financial year 2021 - 22**

**Stafford Cross** lease agreed by Thomas Reed as a 5 year business farm tenancy. First years rent has been paid

Lease expires September 2025.

**Cleeves Field** – Lease agreed with Mr Underdown as a three year business farm tenancy from 2019.

**Milfield** – Currently untenanted.

**10 Wages / salary for financial year 2021 - 22**

**Clerk** currently 11.50 pounds per hour

**Maintenance Man** currently 13.40 pounds per hour

**11 Contracts**

**Ground maintenance contract** Halcyon holds contract until 2023

**Grass Verges** Halcyon holds current contract which is a one year agreement.

**P3 contract** Mr Tharp has held the contract since 2019, expires 2021.

**12 S106 meeting needed to discuss future proceedings.**

**13 Anything brought to the Chairs attention after the agenda published to be noted**

**14 Dates of next meeting**

**Full CPC Meeting- Monday 9<sup>th</sup> November**

**Finance & Planning –Monday 23<sup>rd</sup> November.**

**December meeting dates to be confirmed, second and fourth Monday is 14<sup>th</sup> and 28<sup>th</sup>.**