PADDOCK WOOD TOWN COUNCIL
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MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD on Monday 25th November 2019, at the Day Centre, Commercial Road, at 7.45 p.m.

PRESENT: Cllrs M Flashman, in the chair
S. Barrett, S. Hamilton, R. Moon, E. Thomas. C. Williams

IN ATTENDANCE: Mrs N Reay, Clerk to the Council

APOLOGIES: Cllrs R. Atkins, B. Hills, R. Turk

F9 **DECLARATIONS OF INTEREST**
There were no declarations of interest.

F10 **MINUTES OF THE PREVIOUS MEETING**
The minutes from the previous meeting held on the 24th June 2019 were APPROVED.

F11 **UPDATE FROM PREVIOUS MINUTES**
(a) The Investment Policy will be discussed at a separate meeting of the Finance Committee.
(b) The cost of public toilets was as follows:

ELECTRICITY	820.32
BUSINESS RATES	1776.00
WATER SUPPLY	212.65
WASTEWATER & DRAINAGE	602.97
CONTRACT CLEANING	7407.51
HYGIENE SUPPLIES	92.62
TOTAL	10912.07
PWTC CONTRIBUTION	-7485.12

F12. **RESERVES**
The current balance of the reserve account is £287,157.

F13 **CURRENT ACCOUNT**
The balance of the current account as of the 31st October 2019 is £316,301.

F14 **RPI & CPI**
According to the Office of National Statistics the figures for October are as follows:
RPI = 2.1% and CPI = 1.5%

F15 **BUDGET REVIEW 2019/20**.
Members noted the anticipated figures for the year end.

F16 **FEES and TARIFFS**

Members discussed the fees & tariffs for the year 2020/2021. In 2019/2020 the council increased all its fees by 3%.

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Cllr Moon proposed, Cllr Hamilton seconded:
That cemetery fees should be increased by 3%.
CARRIED unanimously

Cllr Moon proposed, Cllr Hamilton seconded:
That all other fees should be increased by 3%.
CARRIED unanimously

The above excludes the allotments which are agreed under a separate arrangement.

F17 **STAFF SALARIES**

The clerks are paid according to the SLCC pay scales and the Estates Staff are paid at a locally agreed rate, although salaries are in line with the recommended rates from the IOG. The SLCC has not yet announced its increases for 2020, but 2.5% has been allowed for budgeting purposes.

The Personnel Committee has made its additional recommendations, and these are included in the figures allowed for in the draft budget. (Minutes previously circulated to members.)

Members discussed the employment of an additional member of the Estates Staff. Concerns were expressed and it was agreed that this was a matter for the Personnel Committee to discuss.

Cllr Barrett proposed, Cllr Moon seconded:
That the salary figures in the draft budget should be accepted.
Voting: 2 in favour, 2 against, 1 abstention.
The chairman used her casting vote in favour of the motion which was therefore CARRIED.

F18 **INTERNAL AUDITOR**

In 2019/2020 the council appointed David Buckett as its internal auditor.
Cllr Flashman proposed, Cllr Williams seconded:
That David Buckett should be re-appointed as the Council's internal auditor.
CARRIED unanimously.

F19 **BUDGET**

(a) Existing Contracts
Members noted the list of existing contracts.

(b) Every year the Council pays subscriptions to the following organisations:
NALC/KALC
SLCC
Safe Town Partnership
Institute of Cemetery Management
IOG

(c) Members discussed the proposed draft figures for the 2020/2021 budget. The following amendments were agreed.

CODE	SUM AGREED
1 Grant budget	£4,000
128 Community Advice Centre	£10,000
15 Printing & copying	£4500
19 Staff Training	£750
146 Planning fees	£10,000
66 Skateboard park	£10,000
Building Maintenance Fund	£4,000
105 Cleaning public toilets	£1500
Additional Notice board	£1400

F20 **DATE OF NEXT MEETING**

The next meeting will be held on Monday 13th January 2020.

The meeting closed at 9.30 pm.

CHAIRMAN