

PADDOCK WOOD TOWN COUNCIL
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**MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD on Monday 26th
November 2018, at the Day Centre, Commercial Road, at 7.45 p.m.**

PRESENT: Cllr M Flashman, in the chair
Cllrs R. Atkins, D. Henshaw, S. Hamilton, R. Moon, R. Steward,
E Thomas (arrived at item F16), R. Turk

IN ATTENDANCE: Mrs N Reay, Cllr C Williams

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 29th August 2018 were APPROVED.

F11 UPDATE FROM PREVIOUS MINUTES

- (a) F3 – The company approved to carry out the Health and Safety Review has declined the contract due to pressure of work.

Members considered the second quote which was attached. Members originally approved a budget of £2,000. The second quotation is £2,300.

Cllr Henshaw proposed, Cllr Hamilton seconded:

That the second quotation for £2,300 should be accepted.

CARRIED unanimously

F12. RESERVES

The current balance of the reserve account is £286,057.63. (see attached statement)

F13 CURRENT ACCOUNT

The balance of the current account is £258,293.66

F14 RPI & CPI

According to the Office of National Statistics the figures for October are as follows:

RPI = 3.3% and CPI = 2.4%

F15 FEES and TARIFFS

- (a) To consider the Council' fees and tariffs for the year 2019/20. In 2018/2019 the council increased its pitch and hall fees by 2% and cemetery fees by 2.5%
. (Existing fees and tariffs attached)

Cllr Turk proposed, Cllr Henshaw seconded:

Pitch & cemetery fees should be increased by 3%

Cllr Atkins put forward an amended proposal, seconded by Cllr Steward:

That pitch and hall fees should be increased by CPI & cemetery fees by CPI +1/2%

VOTING 2 in favour, 5 against – the amendment was therefore lost.
 Members then voted on the original proposal:
 CARRIED 4 in favour, 3 against

The rent for St Andrews Hall for the year 2018/2019 was frozen for the year.
 Since then the hall has had new heating, new windows & a new alarm system.

Cllr Turk proposed, Cllr Steward seconded:
That the fees for St Andrews Hall should increase by 3%
 CARRIED unanimously

(Cllr Thomas arrived)

F16 **STAFF SALARIES**

- (a) The clerks are paid according to the SLCC pay scales. In 2017 it was agreed that the Estates Staff pay rises should mirror those of the SLCC pay scales. 2% has been allowed in the figures for 2019/2020 pay increases.
- (b) The Personnel Committee had recommended that an additional member of staff should be employed to strengthen the Estates Team.

Cllr Williams was invited to speak by the chairman.
 She advised that the Personnel Committee had a long discussion about the need for someone with gardening and handyman skills. Before agreeing to employ another member of staff a needs assessment should be carried out.

Members discussed the issue further and raised the following points:

- Insufficient evidence of need
- Need to look at tasks
- Timetable of work is required
- Need someone with gardening skills
- Less work in the winter, and sometimes weather is against staff
- Work required at Foal Hurst Wood as fewer volunteers

The clerk advised that if funding was not allocated in the 2019 budget then it would be April 2020 before anyone could be employed.

Cllr Thomas proposed, Cllr Moon seconded:
That the funding for another member of staff should be allocated as per the confidential report, but further evidence of need is required before approving the release of the funds.
 CARRIED 5 in favour, 3 against

F17 **BUDGET**

- (a) Existing Contracts & direct debits were NOTED.
- (b) Every year the Council pays subscriptions to the following organisations:
 NALC/KALC - £1250 in 2017
 SLCC – £539 (Clerk & Deputy Clerk)
 Safe Town Partnership - £372
 Institute of Cemetery Management - £90
- (c) The anticipated figures for 2018/2019 were NOTED

(d) Members discussed the draft budget figures and notes for the 2019/2020 budget.

The Clerk was asked to include the following:

- Grant to CAC should be increased to £6,000
- To accept the quote to upgrade the copier, although the chairman asked if a stapler could be included
- Election budget should include a further £2,000
- £1,000 to be allowed for youthwork now the StreetCruizer has ceased
- The fence at Clover Way play area is badly in need of replacement. It was agreed that the funding could be taken from the play area reserve fund. £2,800 would be added back to the reserve fund.
- Public toilets - £500 to be added to allow for an annual deep clean
- £10,000 to be added to the skate board fund

F18 INTERNAL AUDITOR

In 2018/2019 the council appointed David Buckett as its internal auditor.

Cllr Hamilton proposed, Cllr Atkins seconded:

That David Buckett should be re-appointed internal auditor for 2019/2020

CARRIED unanimously

F19 DATE OF NEXT MEETING

The next meeting will be held on Monday 14th January 2019

The meeting closed at 9.20 pm

CHAIRMAN