

Newnham Parish Council & Burial Authority

DRAFT

Minutes of a meeting of the Parish Council Finance and Employment Committee held on 16th December 2014 at 7.00 p.m. in the W.I. Hut, Newnham on Severn - Page 5

Present: Chairman Cllr T Firman. Cllr's F. Bihlmeier, C Kenny, J. Larkham & I Walker

In attendance: The Clerk. No members of the Public were present.

1. **Public Consultation**
None
2. **To Receive Apologies for Absence**
None
3. **To Receive Declarations of Interest**
None
4. Minutes of the Parish Council Employment & Finance Committee Meeting held on the 23rd September 2014 were reviewed and **Resolved** to duly adopt
5. **To Consider Matters Arising from Previous Meeting and not on Agenda**
None
6. **To Receive the Clerk's Report**
Addressed verbally during specific items
7. **To Receive and Approve as follows.**
Quarterly Checks of payments were completed and duly approved
Quarterly Checks of the Cash Book were completed and duly approved
8. **To Consider Financial performance**
Performance Versus Planned Budget (8+4) was reviewed. Spend has been confirmed as being in line with expectations
The Income / Expenditure report for the YTD was reviewed and confirmed as being correct.
9. **To confirm the Autumn statement has no effect on the previously approved Budget for 2015/16 budget preparation and adoption**
No influencing policies were identified
10. **To Consider implementing a forward planning of budgets for current year + 2**
(identified during best practise review)
After debate it was agreed that no full budget outlook was appropriate. Critical spend relating to Street Cleaning, Grass Cutting and insurance and Clerks salary are key spend items and as such are subject to three year contracts at known cost. Excluding Clerks salary which is fixed at NALC rates.
11. **To Review Quarterly risk assessment activities and actions**
Outstanding, to be actioned by the March 15 meeting.

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12. **Contracts entering their third and final Year.**
Future plans for Grass Cutting contract. – After discussion the suggestion for a rolling annual contract based on the prices for the current 3 year contract (made by the contractor) were rejected by the Committee. It is felt that as this activity forms the largest item of budget expenditure it should be formally reviewed on a tender basis. It was agreed that a recommendation to continue should be made to Full Council at the December meeting.
Future plans for Trading Rights at “The Cliff”- After discussion it was agreed that full Council should be recommended to re introduce the Tender process for Trading Rights on expiry of the current contract at the December meeting.
It was agreed that all contracts (Grass/ Street Cleaning & Trading Rights should be aligned for renewal during the same year). In addition performance reviews for all contracts should be formally introduced at the Annual Parish Council Meeting.

13. **To Consider future meetings Dates for the Employment and Finance Committee.**
24th March 2015

There being no further business the meeting closed at 7.00 pm