

Newnham Parish Council & Burial Authority

DRAFT

Minutes of a meeting of the Parish Council Finance and Employment Committee held on 23rd September 2014 at 7.00 p.m. in the W.I. Hut, Newnham on Severn - Page 3

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 June 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 was completed. One invoice was found not to have the appropriate Quotation attached. After completion of the 5 samples it was **Resolved** to approve the Quarterly check.

Quarterly Checks of the Cash Book. The cash book was reviewed in detail and **Resolved** to approve.

8. To Consider Financial performance

Performance Versus Planned Budget (5+7) was reviewed in detail. In general expenditure is in line with original outlooks. Three areas show negative deviations "Fixtures & Fittings" will exceed the outlook by 50% minimum. This is due to two large projects to relocate the benches at "The Cliff" and replace some of the Bollards at "The Chains" It is possible that further expenditure in this area will be considered during the year and will be brought to the attention of Full Council during the September meeting. Unplanned levelling of the path in the Church Yard for safety reasons (£800 outlook) is an unplanned spend. Additional grass cuts due to the unseasonably good weather will also be required, increasing actual spend above the original plan. A formal review of all expenditure and income will take place at the September Full Council meeting.

For future evaluation the Clerk was requested to add lines for the planned and actual cumulative spend, month on month to future reports.

The Income / Expenditure report for the YTD was reviewed and **Resolved** to accept.

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9. **To consider two quotations for Parish Insurance for recommendation to full Council**
Quotations from the current Insurer Aviva (via Came & Co) and Zurich were considered. Although the Zurich Quote was slightly cheaper, after discussion it was agreed that the hands on support from Came & Co for legal issues and the additional cover for key employee sickness, (unique to Aviva) justified staying with the current Insurer. It was agreed that the recommendation should be made to Full Council to remain with Aviva and enter a three year contract in view of the considerable savings negotiated compared to the previous year's policy costs.
10. **To agree the process and next steps for 2015/16 budget preparation and adoption**
After discussion it was agreed to use the same process as adopted in previous years. The Clerk was requested to generate a budget, which would be added to for special projects by the Finance committee, with drafts being made available at the October & November full Council meetings. The final proposal would be reviewed and adopted at the December meeting prior to the input date for the 2015/16 precept to FoDDC
11. **To Review Quarterly risk assessment activities and actions**
Outstanding, to be resolved by the Clerk and Cllr Larkham prior to the Dec Finance meeting
12. **To Consider future meetings Dates for the Employment and Finance Committee.**
As per the agreed Schedule
13. **To review Annual Appraisal of Clerk conducted by Cllrs Walker & Firman and agree recommendation relating to contractual spine point increase and holiday pay**
In the absence of the Clerk it was agreed that the contractual spine point move from 23 to 24 should be recommended to full Council based on the acceptable performance of the Clerk. A recommendation on untaken holidays (Clerks role task based) would also be taken to Full Council for discussion.

There being no further business the meeting closed at 8.35 p.m.