

GREAT WALTHAM PARISH COUNCIL

Report of the Finance and General Purposes Committee Meeting held on Monday 25th July 2011 at the Old Fire Station, Great Waltham.

1. Election of Chairman

Mr Braisby was elected as Chairman.

2. Record of Members present

Chairman: Mr Braisby

Councillors: Mrs Farrant, Mr Jackson, Mr Micklem and Mr Steel.

3. Apologies for Absence

Were received from Mr Blaber.

4. Declarations of interests (existence and nature) with regard to items on the agenda.

There were none

5. Public Participation session with respect to items on the agenda.

There were no members of the public present at the meeting.

6 Parish Council Accounts as at 30th June 2011

These were presented, discussed and agreed. The clerk reported the following areas were significant savings had been achieved:

- Insurance Premium £382
- Uncontested Elections £1364
- Parish Office £1632 (largely attributable to Rates £727, Cleaning £32, Contents Insurance £100 – included with Insurance budget, Security Alarm £170 Contingency £525.)

This indicated that the estimated amount to be carried forward on the general account as at 31st March 2012 was £10,564.

7. Outstanding Accounts.

There were no outstanding accounts.

8. To review Capital Works Provision, and the funding of the programme.

The Capital Programme was reviewed and approved as follows:

Project Description	Estimated Cost.	Anticipated Grant	Parish Council Funds	Year for work	Funding Method
Additional Play Equipment- Great Waltham	£7677	£7677	Nil	2011/2012	Community Initiatives Fund has allocated a grant of £8430.
Additional Play Equipment- Great Waltham	?	£2637.62	Nil	2011/2012	Funds from Planning Contributions
Additional Play Equipment – Howe Street	£1117	0	£1117	2011/12	Project completed.
Additional Play Equipment Ford End	£6000	£4000	£2000	(assume 2012/13)	
Parish Office	£4000	£2000	£2000	2011/12	Estimates to be obtained Grant source to be determined
Ford End Playing Field – Extension of Car Park	£2000	£1000	£1000	2011/12	Application for funding to be made to Big Society Fund
Total	£20794	£17314.62	£6117		

Estimated Balance as at 31st March 2012 £9850.69.

9. Report on outstanding loans.

There were no outstanding loans to or from the Parish Council

10. To review the contracts of employment relating to employees.

The clerk referred to three contracts of employment:

- The clerks contract as made on 20th September 1971
- The clerks contract of employment for any future clerk employed.
- The Parish Handyperson's contract of employment.

The clerks current contract was reviewed. The two other contracts were in the process of being drafted based upon a model contract issued by EALC/SLCC and as modified for Great Waltham Parish Council.

It was agreed to continue with the preparation of the contracts which would then be perused by Mr Blaber and Mr Micklem.

11. To review fees and charges

Fees and charges were reviewed and agreed as follows:

Heading	Current Charge	Proposed Charge
Use of Great Waltham Recreation Ground - Senior Football - per match - (excluding winter grass cutting and use of changing rooms)	£20.00	£21.00
Use of Great Waltham Recreation Ground - Senior Football - per match - (including grass cutting and use of changing rooms)	£40.00	£42.00
Use of Great Waltham Recreation Ground - Junior Football- per match (excluding winter grass cutting and use of changing rooms)	£10.00	£10.50
Use of Great Waltham Recreation Ground - Junior Football- per match (including grass cutting and use of changing rooms)	£20.00	£21.00
Use of Ford End Playing Field - Junior Football -per match. (Excluding Barnston Youth FC (see Licence)	£10.00 for non-Parish use only	£10.50 for non-Parish use only
Notelets - each	£1.00	£1.00
Postcards - each	15p	15p
Allotments - per square metre (equivalent to £2.50 per rod	£10p	£10p
Use of Laminator by non- voluntary organisations. No charges for voluntary organisations subject to reasonable amounts being laminated at the clerk's discretion.	Not charged	17p per pouch
Hire of Parish Office *	£8.00 per hour	£8.00 per hour
Village Design Statement n- Great Waltham	£2.00 per copy	Nil

* No charge for Neighbourhood Watch Use or Jubilee Committee Meetings.

12. To receive and consider the final internal audit report 2010/11

The recommendation made within the final audit report were considered as follows:

- *Financial Regulations following the publication of the new model Financial Regulations early in 2011.* – the publication was not available and would be considered when available.
- *The Council Minutes for the 13th December 2010.* – a correction to the minutes had been made to correct the record of the payment which had been made to the clerk (see Minute 37 10th May 2011 meeting).
- *Investment of surplus funds such as the Clerk's Gratuity Account so as to obtain a better return.* The clerk's gratuity account has now been invested in a Guaranteed Investment Account with the Co-operative Bank. Subject to the account remaining untouched for 12 months this should attract interest of 2.0625%.
- *The need to operate 4 bank accounts with 3 banks.* Transfers have been made to reduce the number of bank accounts. Two only remain, both with the Co-operative Bank. The Guaranteed Investment account (mentioned above) and the Community Directplus account for the remainder of Parish Council Funds.

- *The level of fidelity guarantee cover should be revised in the light of the level of reserves held.* – The new Insurance Policy with Zurich Municipal provides cover for £100,000 which is sufficient cover for the Parish Council reserves held.
- *The Council include in its annual review of risks the need for a business continuity plan including the regular backup of systems and data with one copy stored remotely.* The committee considered the systems used for back-up of computer information which was felt to be adequate.

13. To review the Statement of intent as to Community engagement.

The clerk reported that the Statement of Intent as to Community Engagement adopted by the Parish Council on 14th December 2009 required to be reviewed since the Parish Office was opened. A proposed revised document was put forward to which other amendments were added.

The document would be issued for adoption at the next Parish Council monthly meeting.

14. To review Salaries Wages and Other Payments

A review was carried out as follows:

CLERKS SALARY - At the meeting held on 25th October 2009 it was agreed that the Clerks salary would be frozen until the next review. Since that date no further recommendation for a National salary review has been received from EALC/SLCC.

The committee considered in view of the work carried out by the clerk in support of local government in the Parish of Great Waltham that in line with other employees he should be awarded an increase of 2.5% with effect from 1st October 2011.

OTHER WAGES AND FEES PAID -At the Finance and General Purposes Committee on 28th January 2008 discussion took place on the basis for applying pay increases for employees. It was recommended and later agreed by the full Council that other employees pay would be reviewed at the Finance and General Purposes meeting each year according to the information available at that time regarding National Minimum Wage.

The Department for Business Enterprise and Regulatory Reform has recently announced increases in the National Minimum Wage rates from 1st October 2011. For workers aged 22 and over the rate has increased from £5.93 per hour to £6.08 per hour an increase of 2.5%. It is therefore recommended that the 2.5% rate of increase be applied to other employees which results as follows:

Post	Current Rate effective from 1st April 2011	Proposed Rate with effect from 1st October 2011 allowing for 2.5% increase.
Changing Room Caretaker-Match Fee	£6.89 per match	£7.06 per match
Changing Room Caretaker - Weekly Retention	£5.55 per week	£5.69 per week
Great Waltham Children's Recreation Ground Caretaker	£ 2.81 per week	£ 2.88 per week
Parish Handyperson	£ 7.00 per hour.	£ 7.18 per hour.
Office Cleaner	£ 7.00 per hour.	£ 7.18 per hour.

Recommended: That the pay increases for employees be applied with effect from 1st October 2011 as above.

15. To check and confirm the latest Bank Reconciliation

The bank reconciliation was checked, confirmed, and signed.