

## GREAT WALTHAM PARISH COUNCIL

Report of the Finance and General Purposes Committee Meeting held on Monday 26th October 2009 at Great Waltham Village Hall

### 1. Record of Members present

Chairman: Mr Braisby

Councillors: Mr Blaber, Mr Jackson and Mr Micklem.

### 2. Apologies for Absence

Were received from Mrs Dickinson.

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

No interests were declared.

### 4. Public Participation session with respect to items on the agenda.

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

### 5. Parish Council Accounts as at 30<sup>th</sup> September 2009.

These were presented, discussed and agreed.

### 6. Outstanding Accounts.

Accounts outstanding for over one month were reported as follows:

Invoice Number	Name and nature of Debt	Amount
479	Ravens FC	£40.00

Payment of this invoice has been chased on 22<sup>nd</sup> October 2009.

### 7. 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
Play Equipment, Great Waltham	£21000	£15000	£6000	2009/2010	£15000 Community Initiative Fund (Youth) £6000 Capital Works Account
Community Focus Point Project – Feasibility Study	£9476	£7988.00	£1488	2009/2010	£6500.00 Essex County Council £1488.00 Great Waltham Village Hall Committee £1488.00 Capital Works Account Part Payment made 21 <sup>st</sup> September 2009 £5856
Ford End Youth Shelter	£7000	£3500	£3500		
Additional Play Equipment	£4000	£2000	£2000		
<b>Total</b>	<b>£41476</b>	<b>£28,488</b>	£12988		

Estimated balance of Capital Works Account as at 31<sup>st</sup> March 2010 - £7971.69

Estimated balance of Capital Works Account as at 31<sup>st</sup> March 2011 £2471.69

### 8. Report on outstanding loans

There were no outstanding loans to or from the Parish Council

### 9. To consider funding for the inclusion of the following items in the 2010/11 budget.

It was agreed to include a budget for the following items within the 2010/11 budget.

(a) Notice Board inside Ford End Bus Shelter.

(b) Two public seats to be installed at Great Waltham Recreation Ground.

- (c) Ongoing maintenance of recreational areas/playing fields £500
- (d) Youth Shelter – Ford End £3500
- (e) Continuation of footpath project at Great Waltham Recreation Ground £1250
- (f) Play Equipment £2000

**10. To prepare a budget for the year 1<sup>st</sup> April 2010 to 31<sup>st</sup> March 2011**

Following consideration of the current year’s accounts and the estimated balance carried forward (item 5 above) and the inclusion of the items as shown in 9 above it was agreed to budget for expenditure on the general account of £45,059.47 (as per attached report). To finance such expenditure would reduce the balance carried forward in each year which would then require a large increase in the precept in the year 2011/12. It was therefore agreed to offset any large increase by a smaller increase for the year 2010/11. It is therefore recommended that the precept for 2010/11 be increased by 3% to £35,656.00. The estimated effect of this increase on the Parish Council element of the Council Tax for a band D property will be a rise of £1.12 per annum to £38.14 per annum.

**11. To review Salaries Wages and Other Payments**

The National Joint Council for Local Government Services has reached agreement on rates of pay scales for 2009/10. Consequently the National Association of Local Councils and the Society of Local Council Clerks jointly recommend salary scales for full and part -time clerks.

**CLERKS SALARY**

The clerk is currently paid on Local Government Salary Scale LC2. This scale was evaluated by the Finance and General Purposes Committee on 23<sup>rd</sup> January 2006 to a spot salary (a single salary point to be reviewed by the Council annually) The spot salary point was determined as point 26 the lowest of the LC2 range below the substantive benchmark range. Therefore applying the recommended rate indicated to the clerks salary, with effect from 1<sup>st</sup> April 2009 at the Spinal Column 26 results in the rate £11.549per hour being multiplied by the contracted number of hours rate of pay, which is currently set at 832 (16 hrs per week as per contract of employment) is as follows – 832 hours at £11.549 = £9608.77 per annum representing an increase of 1.29% as per the National Joint Council’s interim salary recommendations.

Recommended: That the pay increase for the clerk be applied with effect from 1<sup>st</sup> April 2009 as above.

**OTHER WAGES AND FEES PAID**

At the Finance and General Purposes Committee on 28<sup>th</sup> 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 that pay would be reviewed at the January Finance and General Purposes meeting each year according to the information available at that time. The Department for Business Enterprise and Regulatory Reform has recently announced increases in the National Minimum Wage rates from 1<sup>st</sup> October 2009. For workers aged 22 and over the rate has increased from £5.73 per hour to £5.80 per hour and increase of 1.22%. It is therefore recommended that the % rate of increase be applied to other employees which results as follows:

<b>Post</b>	<b>Current Rate effective from 1st April 2007</b>	<b>Proposed Rate with effect from 1st October 2009 allowing for 1.22% increase.</b>
Changing Room Caretaker-Match Fee	£6.66 per match	£6.74 per match
Changing Room Caretaker - Weekly Retention	£5.36 per week	£5.43 per week
Great Waltham Children’s Recreation Ground Caretaker	£2.72 per week	£ 2.75 per week
Parish Handyperson	£6.77 per hour	£ 6.85 per hour.

Recommended: That the pay increases for other employees be applied with effect from 1<sup>st</sup> October 2009 as above.

**12. To check, confirm and sign the latest Bank Reconciliation**

The bank reconciliation was checked, confirmed, and signed.