Stockland Parish Council

Minutes of the Finance and Staff Committee Meeting held in the Committee Room, Stockland Victory Hall at 4pm on Tuesday 9th October, 2018

1) **Public Participation Time** (SO 1e & f); there were no members of the public present.
2) **Exclude members of the press and public**; There were no Items considered as confidential.
3) **To record those present/apologies for absence** Cllrs Griffiths (chairperson), Drew, Durrant; with K Pearson, Clerk to the council, in attendance; apologies from Cllr Maitland.
4) **Declarations of Interest**: There were no interests to declare (s31 & 33 of the Localism Act 2011) (Code of Conduct, 2012).
5) **Finance & Staff Minutes**-to note that the draft minutes of the meeting of the 10th April were confirmed and signed at the council meeting on the 24th April.
6) **Action Review Summary**-
   - **i) Victory Hall drains;** resolved to receive the Clerk's report noting that the drains would be covered by the Insurers of the Hall who also remain liable for any blockages.
   - **ii) Purchase of Kings Arms;** received a current update from SCPL; latest report shows they need to replace the bond issue with an equivalent loan, they are working on the results of the structural survey on the building and there will be a delay in completing the purchase aiming for exchange of contracts by October 31st .
   - **iii) Stockland Play Area repairs;** resolved to see if sharing costs across the community would be possible, and agreed to wait for next 6 months to identify potential support.

7) **Analysis of Budget to Payments and Receipts;** resolved to; receive the current information shown in App 1, below.

8) **Annual Report;** resolved to review the Annual Report from the external auditors, PKF Littlejohn and to review and decide if any amendments are required in the procedures for Standing Orders, Financial Regulations, Code of Conduct Risk Assessment and GDPR; agreed each Cllr to complete and sign the Checklist for Compliance with GDPR particularly holding personal data from members of the public, using only the Council email for Council business and not sharing data that is sensitive.

9) **Clerk's Objectives Appraisal-** resolved to; receive the report of current progress against the objectives set out for the year and for Cllrs Griffiths, Maitland and the Clerk to meet to agree objectives for the 2019/20 Appraisal.

10) **Clerk's extended Annual Leave and TOIL;** resolved to; agree the arrangements for the Clerk's absence from Mon 19th Nov to Fri 21st Dec, using Time off in Lieu (TOIL) and Annual Leave; revisit TOIL issues in January.

11) **Budget and Precept 2019/20;** resolved to; agree a Fin & Staff meeting on the 8th January at 5pm to consider the Draft Budget and Precept and forwarding it the full Council on the 29th January for approval.

12) **Items of Future Business** for the next Agenda

13) **Confidential Items**: There were no confidential items

Signed …… 30th October 2018
Chairman Meeting closed at 5pm**.**

Appendix 1 Analysis of Budget to Payments and Receipts

Stockland Parish Council	Actual Previous Yr	Actual	Probable Outturn	Budget
RECEIPTS	2017 18	2018 19		2018 19
Balance b/f	19316	12435		4000
Precept (not CTSG)	7264	8352		
General fund CTSG N1	56	43		43
General PC fund	470	470		700
Democratic services election	400	0		200
P3 funds	1250	1302		1000
Turbary funds N2	18811	11405		14559
Car Park, Play area, Field N3	300	1500		612
Transparency Fund	1418	1277		1277
Neighbourhood Planning N4	96	25		100
Parishes Together Fund N5	581	61		580
Defib fund	702	514		0
VAT	3234	277		1
Wayleaves (trans to Turbs) N6	366	0		
Total Receipts	34948	25226		23072
PAYMENTS				
Staffing N7	5129	2419		6000
Turbary N8	16441	5351		15000
P3 costs	931	1046		1000
Parish Council N9, 10	6643	2517		3450
Democratic services election N11	200	0		200
Annual Subscriptions N12	381	202		600
Car Park,Play area, Field N13	292	1795		600
Neighbourhood Planning N14	72	25		100
PT Fund N15	642	61		580
Defib costs N16	189	282		100
VAT N17	2898	1118		1
Contingency N18	500	0		1500
Total Payments	34318	**14816**		**29131**
Surplus / deficit	630	10410		-6059