

Swilland and Witnesham grouped Parish Council

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MINUTES

Finance Committee Meeting

Tuesday 3rd November 2020 at 7.30pm remotely via Zoom

1. Chairman welcomed everyone to the meeting. Present: Dr Nicol (Chair), Mr Rush and Dr Williams.
2. Declarations of Interest: Dr Williams is a member of Swilland PCC.
3. Minutes of the Finance Committee Meeting of 29th June 2020. These were confirmed as a true record and would be signed by the chair.
There was one matter arising which was the Village Hall car park and the possibility of acquiring some land for expansion to the North of Church Lane.
Mr Rush would approach the landowner, once established who it was, and report back.
4. To Review Parish Council spending for the year so far.
Mr Rush gave an overview of the Recreation Ground and Play Area projects.
 - 3 quotes had been received and the total amount was around £30k
 - The shared ESC Sports Fund of £24k was available to apply for as some elements of the project (£19k) were sports related. This is a shared pot across Swilland, Witnesham, Westerfield and Tuddenham Parishes.
 - Best case scenario is £19k from the ESC fund and then need to find £11k, minus £1k from a public donation and £1k from ESC Cllr Tony Fryatt's locality budget leaves £9k to find.
 - Worst case is £12k from the ESC fund and then need to find £18k, minus £2k as above leaves £16k to find.
 - Tuddenham and Westerfield PCs have been approached about supporting the project via the shared ESC fund and responses were pending.**The Committee agreed to keep the projects in the current Financial Year Budget and review near the end of March, carrying the projects forward into 2021-22 if appropriate.**
Clerk reported that spending so far this year actual amounts projected into forecast out turn estimates indicated a small under spend which the Committee agreed was not a concern.
5. To review the rents levied at the Playing Field and Allotment Gardens.
The Committee agreed to keep the WASPs Playing Field rent at £875.00p and allotment rents to be kept at £10.00p.
6. CIL reserves update.
Clerk updated the meeting on the proposed CIL utilisation for the Village Hall Acoustics Project which was agreed by the Committee. **The remaining CIL**



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balance stood at £1508.95p. It was agreed to consider at least £1k of this CIL for the Play Area projects.

7. Community park outside the School, quote for bollards on bay edges.
Updated quotes for the whole or partial deployment of bollards on the worst bays had been circulated prior to the meeting. Partial was £1176.07 + VAT and whole £1627.12 + VAT. The quote was to attend, supply and install 100mm machine rounded posts, 1200mm in height (400mm underground and 800mm above ground).
The posts are to be installed in the yellow area outlined in the attachment, every post will have a light reflector attached to it facing out towards the car park.
After discussion the **Committee agreed to progress the partial option at £1176.07 + VAT, plus £35 one off line search fee.** Clerk would verify any existing disclaimer signage at the site and consult with the School and the Moon and Mushroom pub as pre-requisites to proceeding to order. **It was agreed that funding was to be drawn from Reactive Maintenance budget, and in principle, with scope for adjustment of any spare Planned Maintenance budget to fund if necessary, by the Clerk.**
8. To consider any potential major projects.
The meeting agreed that no other projects should be considered for this budget, mainly due to the ongoing Play project.
9. To consider the Parish Council Draft Budget for 2021 – 2022.
The meeting agreed not to build in any major works into the 2021-22 budget, acknowledging the possible play projects being carried forward if appropriate at the end of the financial year. Copies of the 2021-22 budget spreadsheet had been circulated prior to the meeting. After going through the figures, **the Committee agreed a budget of £15,101.47p income and £14,575.00p expenditure.**
10. To set the Precept for 2021 – 2022
It was agreed to adjust the precept to the ESC recommended amount of £14,083.47 which would result in zero tax increase for residents.
11. To consider any required adjustments to current Parish Council Budget for 2020 – 2021 and reserves.
After Clerk gave details of potential individual budget class deficiencies, the Committee agreed to address the combined shortfall of £120 (Bulbs and Shrubs, plus Insurance) by diversion of £120 from APM and Allotments budgets.
12. To review banking and signatories.
Clerk reported that since some of the resignations from the Council, only Mr Rush and Mr Hindle were signatories for both Barclays and IBS accounts. It was proposed and agreed to add Dr Nicol as a signatory to both accounts.
To review banking options, the Clerk had sent information prior to the meeting about Unity Trust Bank (UTB) as an alternative to Barclays. Clerk gave an overview of potential advantages, based on previous customer experience by the Clerk. It was agreed that the Clerk should compile more details about UTB and share with all Councillors. **The Committee agreed in principle that they**

were comfortable with a possible move from Barclays to UTB, pending an informal approach to UTB by the Clerk, feedback to council and that Full Council should discuss in detail as an agenda item for November meeting and decide accordingly.

13. Date of next Finance Committee meeting.
TBD

14. *Item was progressed in the absence of press and public:* To review the Clerk's grading and hours and feed back to full Council.
Clerk had circulated the NJC agreement and pay scales for grades, plus the NALC SLCC national agreement prior to the meeting. Clerk had also circulated working hours data collected for six months earlier in the year.
After discussion, focusing on the skill base and job requirements of the Clerk within the role, **it was agreed to propose to Full Council, that by aligning with a new grade scale in the lower quartile of the upper tier of the NJC agreement, to increase the paid hourly rate of the Clerk by £1.14p. Further it was agreed to propose to Full Council, to set the average hours worked per week to seven.** This would be an agenda item for November and Clerk would circulate details to all councillors prior to that.

Meeting closed at 9:05 p.m.

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