



# Long Stratton Town Council

The Street, Long Stratton, NR15 2AH Telephone 01508 530524

Chairman: Mr Kevin Worsley. Clerk: Mrs R Buck

## Minutes of the Finance and Policy Management meeting held Monday 25<sup>th</sup> November at 7pm in the Town Council office.

In attendance: Councillors Worsley, Mackenzie, Pochin, Woodham, Baker and Gladding.

Becky Buck (Clerk and RFO)

1. To consider apologies for absence  
There were no apologies for absence received.
2. To receive disclosures of interest and dispensations  
There were no disclosures of interest or dispensation received.
3. To confirm the minutes of the previous Finance and Policy Management Committee meeting held 7 October 2019  
The minutes of the meeting held 7<sup>th</sup> October were signed by the Chairman as a true record.
4. Finance.
  - a. To review bank statements to confirm accuracy to the Parish Council.  
Bank statements were confirmed as accurate and signed accordingly
  - b. To confirm bank reconciliations  
Bank reconciliations were confirmed as accurate and signed accordingly
  - c. To review and note the budget control report  
Budget control report was noted by Committee.
  - d. To review and note overall expenditure and income  
Overall expenditure and income were noted by the Committee.
5. To discuss and decide on recommendations to Council regarding budget requirements  
This is a duplicate of item 7 therefore the Committee agreed to cancel this agenda item.
6. To review, discuss and decide on financial recommendations for any existing and future projects within Long Stratton
  - a. Christmas event  
The clerk updated the Committee on the anticipated overall cost projection for the Christmas event and with the intended VE day celebration the Clerk recommended this budget heading be reviewed.
  - b. Uniform for Employees  
The Clerk advised the Committee that an initial glance this was not as cost effective as first anticipated. It was recommended that clothing and embroidery was carried out separately to bring down the cost. Councillor Pochin volunteered to look at suppliers of uniform. Councillor Worsley advised he would pass the Clerk contact details of a charity that undertakes embroidery.
  - c. Toilets  
The Clerk gave the committee the latest update of the progression of the toilet devolvement.
  - d. Pavilion  
The Clerk gave the Committee an update of the Pavilion project.

Signed.....Date.....



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- e. Methodist Church  
The Clerk provided the Committee with the latest update regarding funding opportunities.
  - f. Councillor email addresses  
The Committee resolved to look into this further. The Clerk to contact the Councils previous provider Andrews & Arnold to explore this option.
  - g. Tablets (or something similar) for Councillors  
The Committee resolved to look into this further and make an allowance in the budget for this.
7. To discuss and decide on recommendations to Council regarding budget requirements  
The committee reviewed each cost centre in depth and the Clerk answered the Committees questions regarding the budget headings. The committee carried this out for all cost centres. Following a lengthy discussion the budget was approved for recommendation.
  8. To review, discuss and decide on ear marked reserves to full Council  
The Committee reviewed ear marked reserves taking into account the recent resolution to purchase the Methodist Church. Following a lengthy discussion the Council, ear marked reserves was approved for recommendation.
  9. To discuss and decide on recommendation of Precept to full Council  
Following lengthy discussions for the Councils budget and ear marked reserves, the Precept amount was identified for recommendation for Council.
  10. To close the meeting to the public and press under the Public Bodies (Admissions to Meetings) Act 1960 due to the disclosure of confidential information  
There were no members of the public to dismiss.
  11. To discuss and decide on recommendations from appraisals for
    - a. Groundsman  
It was approved to recommend a 3% pay rise is to the Groundsman from 1<sup>st</sup> April 2020
    - b. Admin Assistant  
It was approved to recommend the admin assistant be given a permanent contract as of 1<sup>st</sup> January 2020. At the end of the admin assistant project work (Neighbourhood Plan) a nominal sum be awarded. In addition to this the admin assistant be asked to complete 15 hours per week with a minimum of 1 day in the office at SCP 7 to concentrate on supporting the Clerk.
  12. To dismiss the Clerk from the meeting and nominate a note taker.  
The Chairman asked the Clerk to remain in the meeting. The Clerk advised she was happy to do this.
  13. To discuss and decide on recommendations to Council following Clerks appraisal  
Following a lengthy discussion it was recommended the Clerks contract be adopted by the Council and the Clerks increment SCP be awarded from 1<sup>st</sup> April 2020.
  14. AOB – for information purposes only

*With there being no further business; the Chairman closed the meeting at 22:35.*

Signed.....Date.....