

TAKELEY PARISH COUNCIL

Old School Community Centre, Brewers End, Takeley CM22 6SB

www.takeleypc.co.uk

FINANCE COMMITTEE MEETING

Minutes of the meeting held Friday 26 November 2020 commencing 10:00 am held via video conferencing due to Covid-19 restrictions

Present: Cllr Bagnall
Cllr Sprules
Cllr Cheetham
Cllr Barber
Cllr Pratt

Ian Brown – Locum Clerk
Members of the public – 0

Part One (public and press welcome)

Item	Description	Action
20/11-01	<p>LATEST UPDATE ON BUDGET VERSUS ACTUALS FOR 2020/2021</p> <p>Revised accounts spreadsheet format presented for consideration, observation it may have too many headings, Cllr Cheetham suggested it could be simplified.</p> <p>Cllr Bagnall suggested detailed cost centres would assist budgeting but a simplified version could be used for reporting to full council.</p> <p>Cllr Sprules observed a transparent accounts spreadsheet would assist the Internal Auditor and in light of the anomalies identified by the review of the accounts how did they pass inspection by the Internal Auditor?</p>	<p>Cllrs Bagnall & Cheetham to review existing accounts line by line to consider any improvements or simplifications to proposed accounting format.</p> <p>Cllr Bagnall to confirm the validity of the IA report</p>
20/11-02	<p>TO CONSIDER DRAFT BUDGET SHEET AND FIGURES FOR PRECEPT SETTING</p> <p>Review Cashbook and sheet tabs, highlight and identify variances.</p> <p>Budget 2021-2022 requires submission to full council to enable the January precept approval and application to UDC</p>	<p>Cllrs Bagnall & Cheetham with assistance from the creator of the proposed revised accounting spreadsheet, to review 2021 Budget requirements to inform the Precepting proposal for full council consideration</p>
20/11-03	<p>USE OF BACS FOR SALARY PAYMENTS</p> <p>Agreed salaries to be paid via online banking, recommendation to full council for approval</p>	<p>Cllr Bagnall to confirm bank charges for using online services</p>

20/11-04	<p>VALUATION OF THE SCHOOL HOUSE COMMUNITY CENTRE</p> <p>Cllr Pratt advised Abode Surveyors valuation fee - £400+ VAT, valuation site visit arranged for 07 December.</p> <p>Noted the valuation fee was not budgeted but required to satisfy the Insurers, plus an inevitable uplift in premium as a result to be considered for the 2021 budget setting</p>	
20/11-05	<p>FINANCES FOR NEW NOTICEBOARD</p> <p>Not budgeted, in need of replacement, purchase cost indication - £1,700 plus additional installation costs.</p> <p>As a one off purchase which cost centre should it appear against, capital projects?</p> <p>Suggestion that the Noticeboard at the bus stop be refurbished.</p>	Cllrs Bagnall and Cheetham to review Cost Centre options
	<i>Part Two is closed to the public and press due to its HR Staffing considerations under GDPR</i>	Unanimous agreement to move to Part Two “in camera”
20/11-06	<p>CLERK / ASSISTANT CLERK PAYMENT FOR WORKING FROM HOME FOR 2020</p> <p>After much discussion it was unanimously agreed to recommend to full council that the Deputy Clerk be paid the statutory £6 per week as advised by HMRC for working from home.</p> <p>It was unanimously agreed to recommend to full council that the Clerk should NOT be paid for working from home as the council provides an office for their place of work, any decision to work from home is entirely the staff member’s choice and would require full council approval.</p> <p>Recommendation for Staffing Committee to review and update staff employment contracts.</p>	Cllr Bagnall to confirm HMRC ruling on 2019-2020 home working employee payments
20/11-07	<p>TO NOTE AND AGREE OVERTIME PAYMENTS FOR THE ASSISTANT CLERK</p> <p>After much discussion it was agreed to recommend full council in this instance to approve the 39 hours overtime as billed by the Deputy Clerk but that all future overtime will require prior approval of PC Chairman and or full council with the required hours identified and agreed before any staff member works the approved additional hours.</p> <p>To better inform the council the Deputy Clerk will be asked to clarify which tasks they fulfil during their allocated 15 hours per week compared to their employment contract;</p>	Cllr Bagnall to request Deputy Clerk confirm their core roles, indication of time taken on each

	unless officially requested the Deputy Clerk is to concentrate on those core roles.	and describe their normal working week
20/11-08	<p>TO DISCUSS AND MAKE A RECOMMENDATION ON FUTURE MONTHLY FINANCIAL UPDATES</p> <p>Consider quarterly meetings on the 2nd Thursday of that month.</p> <p>Current Locum, Ian Brown, to consider Finance Officer position pro-tem</p>	<p>Next quarter date to be confirmed</p> <p>Cllr Bagnall to discuss with Ian Brown</p>
20/11-09	CLOSE – 11:43am	

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