



TAKELEY PARISH COUNCIL

Finance Committee

Minutes of the Finance Committee Meeting Held on Tuesday, 4th October 2022 at 6.30pm
at The Old School Community Centre

Members: Cllrs Pat Burnett, Sue Sprules, Phil Bodsworth and Jim Backus.

In attendance: Jane Heskey (Acting RFO)

Item	
1.	Apologies for Absence Apologies were received and accepted from Cllr Bagnall.
2.	Minutes of the Last Meeting Recent meetings were not quorate therefore financial matters and approval of the May 24 th Minutes were previously agreed at Full Council meetings.
3.	Declaration of Interests None.
4.	April - Sept (6mths) Actuals v Budgets Report The report was noted and the following items were discussed: <ul style="list-style-type: none">• Outstanding bills (x2) for dog/litter bin collections with a combined value of £600.• A 6mth bill for 'Street Lights' to be charged in October £90, 'Maintenance' budget for the Old School is already overspent and there is £185 to be posted for October for the servicing of emergency lighting. There may be some additional costs in the coming 6 months.• All grants and costs for (i) Jubilee Celebrations, (ii) Neighbourhood Plan and (iii) Planning Appeal have been settled.• Grants have covered the cost of the Jubilee events and Neighbourhood Plan expenditure to date.• Planning Appeal total costs were £53,147 with £2,500 of this paid in the previous financial year (2021/22)• £30,608 Current Account Balance (unallocated funds)• The RFO advised that the Parish Council should hold the equivalent of between 3-12mths expenditure in reserve.
5.	Annual Budget Vs Actuals To consider re-allocation of budgets to be discussed at the Full Council: a) <u>Ongoing Locum Clerk Costs</u> A calculation to continue payments at the current rate (for 20 hours per week) to the end of the financial year and added to all other staff costs for



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the same period, would be a total cost £22,444.

A comparison was made for an additional 10 hours per week to pay the Locum Clerk to take on RFO and additional hours to match the full-time hours of the Clerk/RFO position, which would give a total cost of £30,224.

RECOMMENDATION: Current level of hours should be maintained for the Locum Clerk (Option 1).

b) Permanent Clerk and RFO costs

A comparison was made for the advertised Permanent Clerk 30 hours per week costs at SCP 35 adding employer contributions for the LGPS.

The RFO advised the committee that, if TPC were to appoint Clerk at SCP 35 plus LGPS, the total annual staffing budget would be £53k compared to £45k this year.

RECOMMENDATION:

The Finance Committee recommends that if TPC re-advertise the Clerk vacancy then the advert should specify a salary range (LC x SCPx to SCPy) rather than advertising a specific salary point.

c) Alternative Pension costs

A comparison of employer contributions was made as requested by the Staffing Committee for their recommendation to change from NEST to the Essex Local Government Pension Scheme.

The comparison was based on a salary SCP 35, a minimum contribution of 3% NEST and the required contribution 13% Essex Pension:

3-months comparison - £241 NEST, £1,043 LGPS

Annual comparison - £963 NEST, £4,172 LGPS

RECOMMENDATION:

It was agreed to advise that if the Staffing Committee recommends adopting the LGPS, this additional expenditure can be afforded, however TPC should be minded that the current level of employer contribution (13% of salary) may increase when Essex Pension Fund conducts a review, which occurs every 3 years. The NEST Scheme employer contributions can be determined by TPC but must be a minimum of 3% of salary.

d) Grant Funding for the Burial Ground

The item was deferred from the last Full Council meeting for budgetary considerations.



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	<p>RECOMMENDATION:</p> <ul style="list-style-type: none">• TPC to confirm if burial ground is full and if so does TPC still have the same obligation to support the upkeep of the churchyard• If applicable, a separate budget line should be provided to enable TPC to make grants using legislation S214 (6) LGA 1972 which allows burial authorities to contribute to someone else providing a cemetery• Any budget/grant (up to £1,200) should come from the unallocated reserves• Any grant towards the upkeep of the churchyard can only be spent for this specific purpose - the Church must acknowledge this condition of any future grant. <p>e) <u>Heat and Light for the Old School House</u></p> <p>RECOMMENDATION:</p> <ul style="list-style-type: none">• Old School energy costs should be monitored monthly either by logging on to online energy accounts to retrieve the information or by taking monthly readings and anticipating costs.• 2022/23 winter costs should be projected to enable TPC to anticipate any budget overspend. The FC can then recommend how any overspend could be funded.• For November full Council meeting TPC should explore the 'Warm Hub' scheme, who might run a scheme in Takeley and how it could be funded and if grants are available.
6.	Date of the Next Meeting TBC.

With no further business, the meeting closed at 8.30pm.

Signed by the Chairman

Date