

**COVID-19 PUBLIC HEALTH EMERGENCY – VIDEO CONFERENCING MINUTES  
Takeley Parish Council**



**IAN BROWN**  
Centre  
Locum Parish Clerk  
6SB  
& Responsible Financial Officer  
Email: takeleyparishcouncil@outlook.com

The Old School Community  
Brewers End, Takeley, CM22

Tel: 01371 871641

Minutes of the **FINANCE MEETING** held via **VIDEO-CONFERENCE CALL** on **28 JANUARY 2021 AT 10AM.**

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

Locum RFO Ian Brown  
0 Members of the public

ITEM #	MINUTE	ACTION
20/01-10	<b>NOTE AND APPROVE APOLOGIES FOR ABSENCE</b> None received	
20/01-11	<b>DECLARATION OF INTEREST FOR THIS MEETING</b> No declarations received	
20/01-12	<b>APPROVE THE MINUTES OF THE MEETING HELD ON 26 NOVEMBER 2020</b>  *Observation - to correct the date on the November minutes and approve the minutes from the 18 December 2020 Finance Committee minutes, not listed in this Agenda item <b>RESOLUTION</b> – Approve both sets of minutes as an accurate record subject to date correction - Proposed Cllr Bagnall, Seconded Cllr Pratt – Unanimous agreement	LOCUM to correct November minutes date
20/01-13	<b>FINANCE – RECEIVE STATEMENT &amp; AGREE PAYMENTS – APPOINT AUTHORISERS</b>  Query latest Sterling Washroom invoice, withhold payment until clarification received from contractor; suggestion to potentially pause the service due to current ongoing lockdown closure ruling.  If contractually obliged to settle the current Invoice all in agreement to settle the account.  Cllrs requested to see a copy of the contract.  JM Associates and Ratcliffe & Burrige Invoices Nett amounts to be transferred from Old School House account into PC Community account held at Unity Bank.  Proposed additional signatories to be added to online banking.  Confirm Day Centre funds sum and held in which account, request to ring fence £12,000 of those funds.	LOCUM to seek clarification from the contractor and if contract copy not on file to request from the contractor.  LOCUM to ACTION transfer.  LOCUM to ACTION.  LOCUM to ACTION.

	<p>Authorisers agreed – Cllr Burnett/ Cllr Barber  <b>RESOLUTION</b> – Approve Finance Statement and approve payments: - Proposed Cllr Bagnall, Seconded Cllr Pratt – Unanimous agreement</p> <p>Finance Statement at <b>APPENDIX A</b></p> <p><b>20/01-13(a) – APPROVE AMENDMENT TO BANK MANDATE TO ADD LOCUM CLERK – IAN BROWN</b></p> <p><b>RESOLUTION</b> – Approve amendment to bank mandate to add Locum Clerk, Ian Brown with limited account operation: - Proposed Cllr Bagnall, Seconded Cllr Cheetham – Unanimous agreement</p>	LOCUM to ACTION
<b>20/01-14</b>	<p><b>REVIEW AND AGREE BUDGET ALLOCATION 2021-2022</b>  Resolution passed to maintain Budget amount at previous full council meeting as per 2020-2021 - £154,534.00, current proposed Cost Centre/Code allocations for 2021-2022 agreed.</p>	<p>Laptop to be returned to the office to assist locate VAT invoices.</p> <p>LOCUM to ACTION</p>
<b>20/01-15</b>	<p><b>APPROVE PRECEPT REQUEST 2021-2022 BASED ON BUDGET APPROVAL</b></p> <p>Resolution passed at December finance and previous full council MEETINGS.</p> <p>Council Chairman and RFO to complete and sign the Precept request form.</p>	LOCUM to meet Chairman at office to complete formalities, LOCUM to submit to UDC Friday 29/01/21
<b>20/01-16</b>	<p><b>APPROVE EMPLOYEE 2 TO BE PAID WORK FROM HOME PAYMENT</b></p> <p>Discussed HMRC tax free working from home payment- £312; employee currently paid as per their contract at £275. For the amount to be changed requires an agreed amendment to the employment contract and for the staffing committee to address that matter, plus clarify under what circumstances such a payment would be made.</p> <p><b>20/01-16(a) – AGREE PAYMENT TOTAL FOR 2020 AND ANY ADJUSTMENT</b>  Deferred to Staffing Committee</p> <p><b>20/01-16(b) – AGREE PAYMENT AMOUNT FOR YEAR ENDING 2022 TO BE PAID MONTHLY BY S/O</b>  Deferred to Staffing Committee</p>	Matter deferred to Staffing Committee
<b>20/01-17</b>	<p><b>RECEIVE UPDATED FINANCIAL STATEMENT FORMAT AS ATTACHED</b>  Explanation received from RFO</p>	
<b>20/01-18</b>	<p><b>RECEIVE CLARIFICATION ON STAFF PENSION PROVISION RULING AND APPROVE PROVISION FOR 2021-2022</b>  To be referred to the Staffing Committee – CLERK to confirm date/year commencement for Employee 2 on NEST</p>	LOCUM to confirm with NEST
<b>20/01-19</b>	<p><b>AGREE MONTHS FEBRUARY &amp; MARCH ARE FOUR WEEK MONTHS AND STAFF TO BE PAID ON THAT BASIS.</b></p> <p>Noted the Agenda item requires a correction to show “February 4 week month and March 5 week month”</p> <p><b>RESOLUTION</b> – Approve payment basis as per corrected agenda item: - Proposed Cllr Bagnall, Seconded Cllr Pratt – Unanimous agreement</p> <p><b>20/01-20 – RECOMMEND TO FULL COUNCIL THAT PAYROLL BE FLATTENED TO A 52 WEEK STRUCTURE FROM APRIL 2021 ONWARDS, I.E. 52 WEEKS X WEEKLY NORMAL PAY BASED UPON CONTRACTED HOURS WITHOUT OVERTIME / 12 = MONTHLY SALARY</b></p> <p><b>RESOLUTION</b> – Approve “flattening” of payroll to equal monthly payments: - Proposed Cllr Bagnall, Seconded Cllr Pratt – Unanimous agreement</p>	LOCUM to update payroll recording system commencing April 2021

20/01-20	CONFIRM EMPLOYEE 2 BE PAID ON A 20 HOURS PER WEEK DAILY BASIS FROM JANUARY 01 UNTIL RECEIPT OF SICK NOTICE AND TO THEN PAY ON THE BASIS OF 15 HOURS PER WEEK DAILY BASIS UNTIL THE SICK NOTE EXPIRES AND OR IS RENEWED OR EMPLOYEE RETURNS TO WORK  Defer to Staffing Committee and agree with employee, to be included in the staff member review	Employee 2 paid on this basis for January, future agreement deferred to Staffing Committee.  Staffing Committee to arrange annual review as soon as practicably possible.
20/01-21	RECEIVE BRIEF OVERVIEW OF UPDATED CASHBOOK FORMAT AND CONTENTS Suggested it be deferred to a dedicated meeting on the matter	
20/01-22	DATE OF NEXT MEETING(S) – To be Agreed 2021 – 10AM – CLOSE – 11:59am	

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

#### APPENDIX A

Takeley January 2021 Finance Statement Part 1											
Precept		154,000						Budget		Net Expense Diff +/-	
								154,533	137,643	-16,890	
Date	Supplier	Description	Invoice	BP/DD	Min Ref	Rec	Credit	Debit	VAT	Net	Code
<b>Opening Balance</b>											
04-Jan	Activ Web	Internet services	4560	SO		Y	91,191.48	0.00		0.00	
07-Jan	Nockolds	Legal services	87505	BP		Y		42.00		7.00	35.00
11-Jan	XLN Telecomm	Telecomms services	86833336	DD		Y		604.80		100.80	504.00
12-Jan	Eon	Street Lighting Electricity	N/A	DD		Y		68.33		11.39	56.94
14-Jan	Public works loan	Takeley		DD		Y		29.67		1.41	28.26
15-Jan	Amazon - JP	Paper	6865144	BP		Y		713.56			713.56
15-Jan	Zoom - JP	Zoom subscription		BP		Y		19.99	3.33		16.66
18-Jan	Lloyds Bank PLC	Bank Fees		DD		Y		14.39			14.39
21-Jan	Uttlesford DIS A/C	Rates Rebate		BGC		Y	1042.73	17.39			17.39
28-Jan	NEST	PENSION	N/A	DD		Y		192.55			192.55
28-Jan	Eon	Electricity	9605525521 A	DD		Y		14.32			14.32
29-Jan	Transfer from 20374693	Transfer - Ratcliff & Burr ridge		TXFR		Y	13419.2				
29-Jan	JM Associates	Balance of fee	190121	BP		Y		600.00			600.00
29-Jan	Ratcliff & Burr ridge	Old School House refurb - Final	2900 - 1360	BP		Y		15,383.04		2,563.84	12,819.20
29-Jan	Locum RFO	RFO Services	TPC /IB/2021/002	BP		Y		660.00			660.00
29-Jan	HMRC	TAX & NI	PAYE	BP		Y		541.55			541.55
29-Jan	Employee 3	PAYE	N/A	BP		Y		144.00			144.00
29-Jan	Employee 2	PAYE	N/A	BP		Y		761.53			761.53
29-Jan	Employee 1	PAYE	N/A	BP		Y		1,551.09			1,551.09
29-Jan	TBS Hygiene Services	Bin servicing	171	BP		Y		296.16		49.36	246.80
29-Jan	Transfer from 20374693	Transfer - JM Associates		TXFR		Y	600				
<b>January</b>							106,253.41	21,654.37		2,737.13	18,917.24
<b>Opening Balance</b>		<b>Feb-21</b>					<b>84,599.04</b>	0.00			0.00
<b>Reserves</b>											
<b>Account</b>	<b>Balance</b>	<b>Description</b>									
Old School House	£21,325.32	Client Deposit £12									
Instant Access	£4,587.44	NO change									
<b>TOTAL</b>	<b>£25,912.76</b>										
<b>TOTAL in HAND</b>	<b>£110,511.80</b>										