

# SLAUGHAM PARISH FINANCE & POLICY

## MEETING MINUTES

Meeting Wednesday 17<sup>th</sup> January 2018 at 6.30pm in the Pavilion, Recreation Ground,  
High Street, Handcross

Sally Mclean – Clerk to the Council  
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**Present: Cllrs Michael Earle (Chair), John Welch, David Dunn & Bob St George**

1. **Apologies: Cllr Andrew MacNaughton**

2. **Minutes of the last meeting.** 6<sup>th</sup> Dec 2016 & 9<sup>th</sup> May 2017 previously distributed APPROVED

3. **Review of Income and Expenditure**

Members reviewed the income and expenditure against budget 2017/18, to include reserves position – See Item 4

4. **Review of Budget**

Members to review the current budget against I&E  
There are no significant anomalies within the budget.

Below is a summary of the overspend and proposed movements within the budget:

The budget as a whole has been on track. Overspends are as below:

- 4610 - Neighbourhood Plan (Budget £2,000 – Spend £6,661)  
There is £5,000 is EMR for the NHP and a new income code has been set up for external funding grants (1004), which currently has £8,650 in it.  
**Suggest EMR is left alone and £4661 is moved from the funding code to settle balance**
- 4315 – Tree Surgery (Budget £1,900)  
Although not showing yet, there is a large tree surgery bill coming in (approx. £5k). There is £3,250 in EMR for Tree Surgery.  
**Suggest if bill is received this financial year, then move overspend from EMR to settle balance**
- 4399 – Mobile Civic Collection (Budget £1,250 – Spend £1,574)  
The annual fee for this service has gone up.  
**Suggest budget is raised to £1600**
- 4412 – Finches Field (Budget £4,500 – Spend £23,999)  
My understanding is that there is funding to come in that should cover the overspend. The question is whether it will come in this financial year or next. There are EMR for New Hall of £18,800.  
**Suggest the overspend (£19,499) is paid out of general reserves. As soon as the funding comes in the £19,499 is put back into general reserves and any additional assigned to a new code.**

5. **Precept Budget - Based on the review Members recommendations for 2018/19**

Although the budget appears to be on track, there is potential for some larger spending approaching with various projects. We will also need to replenish the EMR that we may have dipped into.

**Members RESOLVE Precept increased by £3,000.00 to £78,000.**

The tax base of 1294 for next year, which is an increase of 128 additional houses will balance the increase.

6. **106 Monies & Projects – Review**

Members to review S106 with a view to allocate funds to projects planned.

- 6.1 Handcross Pavilion Refurbishment– The Clerk is meeting with MSDC on the current monies available and coming forward from new developments that can be allocated to the refurbishment. An update on this will be provided at the next convenient meeting.

6.2 Finches Field – There has been delay in the start of the build due to the legal agreement and locations of building in proximity to the overhead lines, this will impact the budget due to the delay the actual costs are not known currently, an update will be provided at the next convenient meeting.

## 7 Staff Salaries

7.1 Clerk – Cllr Earle to meet with the Clerk and discuss the scaling with recommendations made to the FP Committee **This is not an appraisal, although the information gained from the meeting could be used as the basis for one. Any increase that needs to be back dated will be included. Propose initial meeting sometime in February with agreed points to be put in place for April '18.**

7.2 Other Staff – Litter pickers



## 8 Clerk Expenses

8.1 Debit Card for payments

Debit Card – this is mainly for us when firms don't take cheques or don't proceed with works until cheques have cleared. An example if the recent printing of the NHP fliers. Having a debit card will allow the Clerk to spend up to a certain amount on a quicker/instant basis.

**Members RESOLVE to authorise the application for a debit card. The Committee to amend Council's standing orders to include procedure rules for spend using the card.**

8.2 Mobile Phone/Internet

Mobile Phone – Currently Sally uses her personal mobile to make a small amount of Council related calls. This is only to Councillors and a couple of non-council committee members - the general public don't have her number. It is possible for Sally to divert the landline to her mobile and withhold her number if needed.

**Members agreed that there has been little need for a specific Parish mobile number to date, and recommend no change. If needed a pay as you go sim and mobile could be purchased relatively cheaply to be reviewed annually.**

9 Any other business/matters Chairman wishes to raise in the future