

Minutes of the Fressingfield Parish Council Finance Committee meeting held in Sancroft Hall, Fressingfield on Wednesday 9 October 2019 at 2.15pm

Present: Tom Lindsay, Nick Stolls, Di Warne.

Also in Attendance: Andy Parris, responsible financial officer.

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19.1 Chair's welcome

19.2 Apologies for absence There were none.

19.3 Members' declarations of interest There were none.  
Any dispensations requested? No.

19.4 Minutes of previous meeting (11/07/19).

19.4.1 It was agreed that these were a true record of the meeting.

19.4.2 Actions and progress since the previous meeting:-

Mijan Consulting offer an accounting system for small parish councils. AP to trial for 3 months before a decision is taken to subscribe or not. (Current cost=£60 per annum).

**AP to set up and report back to the next meeting.** It was agreed to give 2 hours overtime for this set up.

**AP to put information in the November issue of Six Sense explaining how local organisations and groups can apply for grants from the council.**

Pay slips have been designed for council employees as required by employment law. 2 hours over time agreed retrospectively for the work to set these up.

AP explained that CIL money can be spent on a broad range of facilities such as play areas, open spaces, parks and green spaces, cultural and sports facilities.

19.5 Review of income and expenditure over last 3 months

AP explained in detail what items were covered in specific lines, expenditure and income, of the budget plan.

After discussions, the committee agreed that in the main, income and expenditure are in line with the budget. The miscellaneous line in the budget includes money for the election. This is one area where there is a difference between budget and actual expenditure. AP explained how the budget is based on the previous year.

The committee will use the December meeting to produce a draft budget revision. The amount of the council's funds that has been earmarked for specific activities was clarified.

The committee is keen to be able to investigate finance reports online. It is how this can be arranged.

**AP to investigate whether councillors can be given 'read only' access to these reports.**

It was agreed to contact local organisations who in the past have received regular grants from the council.

**AP will inform the organisations that now they must apply for such a grant.**

- 19.6 Staff performance reviews. The chair reported on the annual performance review for the clerk/RFO. It was agreed to recommend a salary increase of one step on the clerk's pay scale. (National pay scale for local government employees).  
The clerk reported that the village caretaker's annual performance review has been successfully carried out.
- 19.7 Contract renewals.
- 19.7.1 Community Action Suffolk have renegotiated the insurance policies offered to parish councils. Cover has been improved and the premium substantially reduced. There is also a 5% discount if the cover is accepted for 3 years. It was agreed to accept this policy for three years.
- 19.7.2 Grounds maintenance. Notices to tender had been sent to the existing contractor and placed in the Diss Mercury. Closing date is the 19/10/2019.  
The new contract for 3 years will begin on 01/11/2019.
- 19.8 Date for next meeting: Monday 2 December, 2.30pm in Sancroft Hall.

The meeting closed at 3.30pm.

Signed:



Chair

Date 02/12/09