



AYLESHAM PARISH COUNCIL

Minutes of Meeting

Minutes of AYLESHAM PARISH COUNCIL Finance, Audit & Personnel Committee
meeting held via zoom on Thursday 10th December 2020 at 19:00pm
SUBJECT TO CONFIRMATION AT THE NEXT MEETING

1. Those present

S.Bott,(Chair), M.Townsend, J.Pout, K.Sutcliffe, I.Thomas, V.Thomas, B.Oliver,
K.Razzell (Clerk), N.Purcell (Acting Assistant Clerk)

2. Apologies

None received.

3. Declaration of interest

None

4. Public representation (notified to clerk in advance of the meeting)

None

5. Minutes from the previous meeting and matters arising

It was proposed by I.Thomas, seconded by B.Oliver and RESOLVED that the minutes from the previous meeting held on 5th October 2020 are a true and accurate record. 6 in favour 1 abstain, MOTION PASSED.

I.Thomas- questioned the £500 limit on spends, clerk confirmed that once the standing orders can be updated early next year we can amend this.

6. Q2 July- September 2020/2021 accounts

Clerk confirmed that all accounts reconciled.

Resolved: I.Thomas proposed that the accounts are accepted and passed, V.Thomas seconded, all in favour.

Outcome: Motion passed

7. Terms of reference

7.1 I.Thomas noted that the arrangements of frequency of meetings currently stated still have question marks next to them, suggesting these are still in a draft version.

Resolved: I.Thomas proposed the wording edited to state a minimum of 4 meetings per year. J.Pout seconded, all in favour.

Outcome: motion passed

7.2 I.Thomas noted that the draft terms of reference do not specify if a subcommittee or standing committee. This needs deciding. J.Pout recommended that it is decided as being a standing committee. Clerk confirmed it to be a standing committee, If there is a need for an appeal regarding disciplinary matters, other members of the council can be involved. Wording needs to be changed to ensure that we are making it clear that in the event of an appeal, 3 trustees not from the finance committee will step in.

After much discussion over the details of the terms of reference the following proposals were made:

7.3 Resolved: B.Oliver proposed the following: To re-word the document regarding the election of chair, and the description as a standing committee. I Thomas seconded. All in favour.

Outcome: Motion passed

7.4 Resolved: M.Townsend proposed that the terms of reference are reviewed annually. B.Oliver seconded, all in favour.

Outcome: Motion passed.

7.5 Resolved: J.Pout proposed that the aims and objectives need to state recruitment. I.Thomas seconded. All in favour

Outcome: Motion passed

7.6 Resolved: I.Thomas proposed to remove the section regarding hearing panels and insert refer to grievance and disciplinary policy. Val seconded, all in favour.

Outcome: Motion passed.

7.7 Resolved: J.Pout proposed that the finance committee oversee grants therefore it should be left on the terms of reference. I.Thomas identified concerns with this if the committee only meet 4 times a year. S.Bott emphasised that this is standard practice that other bodies. M.Townsend- concerns that if there are emergency situations could s137 could cover this?

Outcome: Proposal withdrawn.

7.8 Resolved: J.Pout repropose th stays in finance remit quarterly and to give advance notice that we could be changing this process. I.Thomas seconded. All in favour.

Outcome: Motion passed.

7.9 Resolved: J.Pout proposed that with all above changes the committee are now in a position to accept the terms of ref. I.Thomas seconded. All in favour.

Outcome: Motion passed, terms of reference accepted.

8. Draft budget 2021/2022

8.1 It is typical to increase the precept amount requested. I.Thomas asked why do we not know the county council's increase yet. Clerk informed that we need to wait for DDC.

Resolved: J.Pout proposed a 2%increase. No second.

Outcome: Proposal withdrawn.

Resolved: M.Townsend proposed a 0% rise. B.Oliver seconded. 4 votes in favour 2 against. 1 abstain.

Outcome: Motion passed.

8.2 The usual income from the Tea room is £300. Due to COVID-19 restrictions the Tea Room has been closed so the council has not been collecting rent.

Resolved: V. Thomas proposed the budget for 2021 should be to receive £150 Jamie seconded all in favour.

Outcome: Motion passed.

8.3 Discussions need to be had and agreed about having a third clerk. M.Townsend noted that we have budgeted for a handy man that has not been employed yet. As per the spread sheet the total Clerk's salary is currently £24,000 however will be looking at £36,000 this year with the three clerks. Annual increase must be considered. Clerk noted that with all of this plus handyman, the total staffing is looking closer to £42,000 plus PAYE and pension.

Resolved: V.Thomas proposed that the three clerk positions remain on permanent basis and increase on the salary, with a review on the amount of hours needed for the third Clerk. I.Thomas seconded. 6 votes in favour, 1 abstain.

Outcome: Motion passed.

8.4 Rec facilities usually get allocated an amount to spend. S137 equates to approximately £34,000 to spend if we want it.

8.5 S.Bott commented that other spends such as insurances and stationary are adequate and essential. Suggested that perhaps the committee could look into the chairman's allowance. In the financial regulations, the chairman's allowance is set at £300.

S.Bott noted that the Parish Council have agreed some substantial changes, until we see these in action it is going to be difficult to know for definite the financial impact of these.

8.6 I.Thomas noted that the committee should look at what the overspends were from last year. J.Pout noted from the spreadsheet that the overspends appeared to come from the CCTV, charitable donations and additional expenditure on Aylesham house.

Clerk to put all of the above into spreadsheet. Then once approved and at full council will put it in to the accounts system.

8.7 Resolved: I.Thomas proposed that another meeting of the finance committee is convened before the full council meeting in January, to look at the proposed budget taking into account tonight's discussions. B.Oliver seconded. All in favour,

Outcome: Motion passed.

9. AOB

None

Meeting closed at 20:50