

Charlton Kings Parish Council

26 Church Street Church Piece Charlton Kings Cheltenham GL53 8AR

FINANCE AND GENERAL PURPOSES COMMITTEE

Minutes of a meeting on Monday 14th June 2021 at 2.00pm

Members present: Cllrs Hodges (Chair), Honeywill, Palmer and Williams
In attendance: Joanna Noles (Clerk)

01/21/22 Recording and filming of meetings
No members of the public were present.

02/21/22 Apologies
There were no apologies as all members of the Committee were present.

03/21/22 Declarations of interest
None were received.

04/21/22 Election of Vice-Chair

The Committee decided that it did not wish to elect a Vice-Chair at this meeting but will review this in due course.

It was noted that identification of at least one Councillor who has an interest in financial matters, and ideally a relevant professional background, and might be interested in joining the Finance and General Purposes Committee, would be actively pursued. **The Clerk will see if any of the Councillors who will be attending the Finance Training Sessions on 9th and 16th July might be interested in joining the Committee.**

05/21/22 Minutes of previous meeting

The minutes of the meeting held on 15th March 2021 were agreed as an accurate record and were signed by Cllr Hodges in his role as Committee Chair.

The following matters arising from the minutes, which are not covered elsewhere on the agenda, were noted.

- 39/20/21 - **The Clerk will contact the National Association of Local Councils (NALC) to obtain an update in relation to any requirement by principal councils to disburse the additional budget commitment by central government to provide support in relation to income short-falls resulting from COVID-19.**
- 40/20/21 - Cllr Honeywill confirmed that the Autumn Fayre would take place on 18th September 2021.

06/21/22 Terms of Reference

The Committee reviewed its Terms of Reference but did not have any suggested amendments to bring to Full Council.

07/21/22 Subcommittees

It was AGREED UNANIMOUSLY that membership of the Subcommittees in 2021-22 would be as follows:

- Finance – Cllrs Hodges and Williams
- Personnel – Cllrs Hodges, Honeywill, Palmer and Williams
- Governance – Cllrs Hodges and Williams

Cllr Williams will undertake a review of current Policies and Procedures and identify whether there are any that he feels need to be updated.

08/21/22 Budget 2021-22

- **Review and feedback from Chairs of Allotments, Community Development and Finance & General Purposes Committees**

The following points were noted:

- It was agreed that there must be a regular maintenance schedule for all major projects or areas of work such as Allotments, Grange Field and Church Piece.
- **The Clerk will ensure that the updated budget for staff salaries for 2021-22, as agreed at the Full Council meeting on 29th March 2021, is included on Scribe.**
- **The Clerk will check the budget entry in relation to the Growing Our Communities Grant for Grange Field.**

- **Reports from budget holders**

It was agreed that there should be no change to the reporting process by budget holders.

09/21/22 Reserves

The Reserves Schedules, as at 31st March 2021 and for the current financial year, to date, were noted. The general reserve at the end of the 2020-21 financial year was £66,351.

It is anticipated that proposals for purchase of a computer for use by the new Community Development Officer and for installation of new Noticeboards will be brought to the Full Council meeting on 28th June 2021.

It was noted that the use of the Community Infrastructure Levy (CIL) funding of £8,708 might be reviewed by Full Council in due course subject to the agreed way forward in relation to the all-weather exercise path.

10/21/22 Local Council Award Scheme (LCAS)

It was noted that it was now planned to bring the submission for the LCAS Gold Award to the Full Council meeting on 26th July 2021. The next meeting of the LCAS Working Group will take place at 2.00 pm on Thursday, 15th July 2021.

The Committee considered the three-year draft business plan, produced by Cllr Hodges, which had been circulated in advance of the meeting. The various options set out in the business plan to cover core and project costs and bring the general reserve up to the level of one year's precept, in compliance with the Reserves Policy, were noted. The Committee agreed that its preferred option would be to increase the precept payments per each band D property by £15 in 2022-23 and then in line with inflation for the next two years (2023-24, 2024-25). The recommendation of the Committee, and the context in which it is set, will inform deliberations by Full Council when it makes a decision about the budget for 2022-23 and for subsequent years.

Cllr Palmer, supported by Cllr Honeywill, said that it was vital that there was clear, regular communication with local residents so that they are aware of how the precept is spent for the benefit of their community.

Cllr Honeywill commented that the Parish Council was now actively pursuing sources of grant funding, to supplement the precept.

Cllr Honeywill will produce a note on the benefits of the various community events for inclusion with the LCAS Gold submission.

11/21/22 Finance Subcommittee

- **Annual Governance and Accountability Return (AGAR)**

It was noted that the AGAR for 2020-21 was sent to the external auditor, PKF Littlejohn, on 28th May 2021 and that the Notice of Inspection of Public Rights, which will take place from 14th June to 23rd July 2021, was published on the CKPC website on 7th June 2021.

- **Community Infrastructure Levy (CIL)**

It was noted that the CIL Funding Report for 2020-21 was sent to Cheltenham Borough Council on 28th May 2021 and was published on the CKPC website from 7th June 2021.

- **Implementation of Investment Policy**

It was AGREED UNANIMOUSLY that a recommendation would be brought to the Full Council meeting on 28th June 2021 that an additional bank account is opened at Nationwide in order to split the money held by the Council between a number of financial institutions in compliance with the Investment Policy. The suggestion is that the signatories on the existing bank accounts would also be signatories for the new bank account.

- **Restoring Cheltenham's Limestone Grasslands Project (RCLGP)**

Cllr Williams reported that the funds from the National Grid grant had not yet been received. It was noted that agreement of contracts and payments in relation to the project would be taken by Full Council which had agreed the project budget at its Annual Meeting on 24th May 2021 and that Cllr Williams would be the budget holder. **It was agreed that Cllr Williams will ensure that copies of the minutes of meetings of the RCLGP steering group, and any other groups where recommendations about funding are made, to the Clerk.**

12/21/22 Governance Subcommittee

- **Review of Policies**

No immediate need to update any of the current Policies was identified. However, as agreed under Agenda Item 07/21/22, Cllr Williams will undertake a more detailed review over the course of 2021-22.

It was agreed that consideration of an update to the Financial Regulations to reflect the policy for grant applications would be brought to the Full Council meeting on 26th July 2021 to allow Cllr Munro to be involved in discussions.

- **Records Management Policy**

The updated Records Management Policy was recommended for approval by Full Council at its meeting on 28th June 2021. **The Clerk will obtain a view from Cllr Ian Gosling on the policy prior to the meeting and also follow up his offer of providing support in relation to assessing risks to business continuity.**

13/21/22 Any Other Business

There was no other business.

14/21/22 Timing of next meeting and items for the agenda

It was agreed that the next Finance & General Purposes Committee meeting would take place at **4.00 pm on Thursday, 15th July 2021** immediately following the next meeting of the LCAS Working Group.

The Finance & General Purposes Committee meeting and the LCAS Working Group meeting, both scheduled for 12th August 2021, are cancelled.

15/21/22 Personnel Subcommittee

- **Resolution to close the meeting to members of the public**

It was RESOLVED UNANIMOUSLY that the meeting should be closed to members of the public while confidential personnel matters were being considered.

- **Annual Leave Allocations**

It was AGREED UNANIMOUSLY that Bank Holidays should be additional to annual leave allocations. It was AGREED UNANIMOUSLY that the current allocation of one week's additional leave for members of staff who have been employed for over five years should remain unchanged. Therefore, annual leave allocations for current staff members, excluding Bank Holidays, are now as follows:

- Clerk – 168 hours
- Administrative Officer – 123 hours
- Administrative Assistance – 145 hours (123 hours plus 22 hours equating to one week's additional leave as employed for over five years)

- **Staff reviews**
It was noted that Personal Performance Agreements for all staff were agreed at meetings on 10th May 2021 and will provide the basis for discussion at the interim staff reviews that will take place in October/November 2021.

- **2021-22 NJC for Local Government Services Salary Award**
It was noted that salary increases for all current staff in 2021-22 are still pending agreement of the NJC Salary Scale and will be back-dated to 1st April 2021 once this has been confirmed.

- **Recruitment of new Community Development Officer**
The deadline for applications for the role was 13th June 2021. Cllr Honeywill and the Clerk will meet on 15th June 2021 to short-list candidates for interview. The aim is for the successful candidate to be in post in August/September 2021.

The meeting closed at 15.50 pm.

Date of next meeting: 15th July 2021 at 4.00 pm

These minutes are subject to approval at the next Committee meeting. Minutes prepared by the Clerk to the Council 01242 250087 or clerk@charltonkingsparishcouncil.gov.uk