

SPRINGFIELD PARISH COUNCIL
MINUTES OF THE FINANCE & POLICY COMMITTEE MEETING HELD ON
MONDAY 14TH SEPTEMBER 2020 AT 7.00P.M.
ON ZOOM PLATFORM

PRESENT: Cllrs Y. Spence (chairman), Cllr C. Garrett, R. Lee and S. Sullivan.

In attendance: Cllr M. Girling and Clerk to the Council.

Non-attendance: N. Gulliver

14 APOLOGIES FOR ABSENCE – Cllrs S. Byrne-Lagrué (retrospectively)

15 MINUTES OF THE COMMITTEE MEETING HELD ON 8th June 2020
(Copy circulated with agenda for full council meeting – 29th June 2020)

RESOLVED: that the minutes of the meeting be signed as a correct record.

16 DECLARATIONS OF INTEREST & DISPENSATIONS – there were none.

17 CO-OPTION OF NON-COMMITTEE MEMBERS – none were required.

18 QUESTIONS FROM MEMBERS OF THE PUBLIC & PRESS – none were in attendance.

19 RISK ASSESSMENTS

RESOLVED: that the following is noted (a) Work Unit & Equipment – no significant risks to report. Servicing of the ground maintenance equipment is now complete.

(b) Parish Council Offices – due to the failure of the boilers in the Parish Centre there is no heating in the building, this may have an impact on working conditions for employee's if the weather temperature falls significantly.

20 FINANCIAL MATTERS

20.1 **Budget Report**

A question was raised with regard to the sums listed within NC 5040.

RESOLVED: that (a) NC 5040 miscellaneous expenditure, related to insurance excess for the recent building subsidence claim;

(b) the remainder of the budget report attached at appendix A for April - August 2020 is noted.

20.2 **Bank Balances & Investments**

Members received a statement of the Council's bank accounts and investments as at 31 July 2020

Current A/c	£ 50,000.00
Business Premium A/c	£ 152,954.88
CCLA	£ 312,240.68
Nat West	£ 153,378.61

20.3 Nat West Bank

As advised at the Council meeting on 15th June, Nat West bank had placed the Council's fund into 'dormancy' without the knowledge of the Council. The Clerk had been actively contacting the bank for over 5 months to retrieve the money. Nat West had been persistently difficult in responding to this request. The fund had finally been returned to the council. A complaint has been filed with the financial ombudsman.

RESOLVED: that (a) it is noted the repayment of funds by Nat West into the Business Premium Account has taken place;

(b) the clerk will continue to deal with an open complaint with Nat West Bank;

(c) the sum within the Business Premium Account would be higher than usual and this should remain the situation until the next meeting of the committee when bank balances and investments would be reviewed.

20.4 Financial Status

Members were reminded the income stream via customer fees had dropped drastically over the previous 5 months. A limited number of customers were returning to the Parish Centre. This had left the Council with a large premises committee budget deficit (approx. £42,000). The remainder of the Council's expenditure is financially sound due to the efficient budget and precept processes in place. During a recent CCLA webinar the clerk was advised the investments of the organisation remain in a good and stable position. There is now a requirement to give 3 months' notice to withdraw funds, as opposed to the previous 1 month.

RESOLVED: that the above information is noted.

21 POLICY REVIEW

Revised guidance from the NALC has stated that parish councils should ensure their guidance for casual vacancies does not preclude any person from being co-opted providing they meet the qualifying criteria (LGA 1972 s.79) to become elected.

RESOLVED: that the Council's Casual Vacancy Policy is revised as attached at appendix B to reflect the updated advice

22 PERSONNEL SUB COMMITTEE

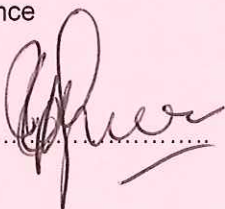
RESOLVED: that the minutes of the following meetings are noted.

- 12th June 2020
- 23rd July 2020
- 3rd September 2020

Meeting closed 7.25 p.m.

Cllr Y. Spence
Chairman

Signed.....



Date 9th Nov 20

Budget Report

Appendix A

From: Month 1, April 2020
To: Month 5, August 2020

Chart of Accounts:

Finance and Policy Committee [PARTIAL]

	<u>Period</u>				<u>Year to Date</u>			
	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>	<u>Actual</u>	<u>Ratio(%)</u>	<u>Budget</u>	<u>Variance</u>
Income								
4001 BPA interest	127.78	2.38	0.00	127.78	127.78	2.38	0.00	127.78
4006 Miscellaneous	5,250.00	97.62	0.00	5,250.00	5,250.00	97.62	0.00	5,250.00
	5,377.78	100.00	0.00	5,377.78	5,377.78	100.00	0.00	5,377.78
Finance & Policy								
5011 Handymen Unit - Water charges	55.69	1.04	170.00	114.31	55.69	1.04	170.00	114.31
5010 Handymen - vehicle	826.86	15.38	1,900.00	1,073.14	826.86	15.38	1,900.00	1,073.14
5013 Handymen - Workmen's unit - r	662.64	12.32	1,520.00	857.36	662.64	12.32	1,520.00	857.36
5014 Handymen - Workmen's unit - e	140.07	2.60	400.00	259.93	140.07	2.60	400.00	259.93
5015 Handymen - health and safety	0.00	0.00	150.00	150.00	0.00	0.00	150.00	150.00
5016 Handymen - bin hire	0.00	0.00	1,850.00	1,850.00	0.00	0.00	1,850.00	1,850.00
5018 Handymen - clothing and boots	69.40	1.29	400.00	330.60	69.40	1.29	400.00	330.60
5019 Handymen - equipment	504.15	9.37	500.00	(4.15)	504.15	9.37	500.00	(4.15)
Handymen - petrol	613.39	11.41	2,200.00	1,586.61	613.39	11.41	2,200.00	1,586.61
Handymen - machinery mainten	275.80	5.13	200.00	(75.80)	275.80	5.13	200.00	(75.80)
5022 Handymen - general mainten	92.40	1.72	150.00	57.60	92.40	1.72	150.00	57.60
5029 Handymen - salaries	23,700.14	440.70	55,600.00	31,899.86	23,700.14	440.70	55,600.00	31,899.86
5032 Handymen petty cash	0.00	0.00	50.00	50.00	0.00	0.00	50.00	50.00
5040 Miscellaneous	1,149.57	21.38	0.00	(1,149.57)	1,149.57	21.38	0.00	(1,149.57)
5050 Parish Council staff - salaries	57,638.70	1,071.79	137,500.00	79,861.30	57,638.70	1,071.79	137,500.00	79,861.30
5060 Internal Audit	210.00	3.90	400.00	190.00	210.00	3.90	400.00	190.00
5061 External audit	950.00	17.67	2,250.00	1,300.00	950.00	17.67	2,250.00	1,300.00
5080 - Donations GPC	0.00	0.00	500.00	500.00	0.00	0.00	500.00	500.00
5110 Courses & Training	40.00	0.74	1,000.00	960.00	40.00	0.74	1,000.00	960.00
5129 Postage	100.00	1.86	300.00	200.00	100.00	1.86	300.00	200.00
5120 Telephone	634.56	11.80	2,200.00	1,565.44	634.56	11.80	2,200.00	1,565.44
5130 Stationery	230.21	4.28	800.00	569.79	230.21	4.28	800.00	569.79
5131 PC insurance	3,728.47	69.33	4,500.00	771.53	3,728.47	69.33	4,500.00	771.53
5132 Office furniture/equipment	0.00	0.00	250.00	250.00	0.00	0.00	250.00	250.00
5140 Photocopier	100.99	1.88	600.00	499.01	100.99	1.88	600.00	499.01
5145 PC - rates	1,321.53	24.57	3,100.00	1,778.47	1,321.53	24.57	3,100.00	1,778.47
5150 Bank charges	0.00	0.00	30.00	30.00	0.00	0.00	30.00	30.00
5160 Subscriptions	1,816.10	33.77	1,945.00	128.90	1,816.10	33.77	1,945.00	128.90
5161 Gas	269.52	5.01	1,200.00	930.48	269.52	5.01	1,200.00	930.48
5171 Electricity	465.86	8.66	2,000.00	1,534.14	465.86	8.66	2,000.00	1,534.14
5172 Professional fees	0.00	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00
5173 Chairman's allowance	0.00	0.00	250.00	250.00	0.00	0.00	250.00	250.00
5174 Lift Maintenance	0.00	0.00	500.00	500.00	0.00	0.00	500.00	500.00
5210 Community Police	21.30	0.40	0.00	(21.30)	21.30	0.40	0.00	(21.30)
5230 Computers/ technology	3,475.11	64.62	6,000.00	2,524.89	3,475.11	64.62	6,000.00	2,524.89
5301 Clerk's Petty cash	0.00	0.00	100.00	100.00	0.00	0.00	100.00	100.00
5307 HR / personnel	1,654.55	30.77	4,500.00	2,845.45	1,654.55	30.77	4,500.00	2,845.45
5501 Publicity & Advertising annual r	33.83	0.63	100.00	66.17	33.83	0.63	100.00	66.17
5300 Website	2,046.00	38.05	3,500.00	1,454.00	2,046.00	38.05	3,500.00	1,454.00
	102,826.84	1,912.07	239,615.00	136,788.16	102,826.84	1,912.07	239,615.00	136,788.16
Net Profit/(Loss):	(97,449.06)	(1,812.07)	(239,615.00)	142,165.94	(97,449.06)	(1,812.07)	(239,615.00)	142,165.94



CASUAL VACANCY ON THE COUNCIL

The Council is permitted to exercise the power to fill a vacancy via co-option in the circumstance that there is no requirement for an election. If a by-election is demanded, City Council Electoral Services will inform the Parish Council and then make the necessary arrangements for the by-election. Poll cards for the by-election will be issued by Electoral Services; poll cards are optional and if chosen the parish council will incur a cost for issuing them.

If the term of a casual vacancy has less than six months to run the council is not bound to fill the vacancy by co-option, it may be left vacant until the date of the next ordinary election.

In the circumstance of a vacancy being filled by co-option the following shall apply:

1. The clerk to the Council will advise the Returning Officer of the vacancy and will advertise the vacancy within the parish and will also inform members of the parish council.
2. Notice of the vacancy to be advertised a minimum of two weeks prior to a full council meeting
3. Elector(s) of the Parish express an interest in becoming a councillor.
4. The Clerk will inform the applicant of the qualifying criteria in accordance with the Local Government Act 1972 Part V (s 79 -90). If this is met the elector is expected to submit to the Parish Council a brief resume of him/herself in writing (approximately 150 words) and attend the relevant council meeting to give a brief presentation about them self.
5. The candidate will be informed of the date of the Council meeting where their co-option will be considered. If the candidate is in attendance the chairman of the council will invite the candidate to address the Council and explain why they wish to be a councillor.
6. The Chairman will then explain the following process:
 - If there is more than one applicant a series of votes may follow, which may be by show of hands or, if requested by more than 2 members, a written ballot. In an equality of votes the Chairman shall have a casting vote.
 - The decision of the Council will be made in public;
 - The applicant will be required to send written confirmation to the Council that they are eligible to stand in accordance with LGA 1972 Part V.
7. If there is one application for one seat, the decision to co-opt will be whether the candidate meets the qualifying criteria if so the person shall be co-opted.
8. The result of any vote shall be recorded in the minutes of the relevant meeting.