

HARBERTON PARISH COUNCIL

Meeting of the Finance Committee of Harberton Parish Council

7.30pm on Tuesday 2nd January 2019, Harbertonford Village Hall Meeting Room

In attendance: Councillors (Cllrs) Camp J.Hockings and Williams

Apologies: Cllr Beamish, Janes,

Clerk: Ms Radford

Agenda

1. **Apologies** were received as above. It was noted for the minutes that, due to his resignation from the Parish Council, Cllr Broom would therefore no longer serve the Parish Council and that a replacement cllr should be nominated and elected to the committee at the next full council meeting.
2. **Report on actions from the minutes** There were none.
3. **Receive end of quarter budget report** Cllrs reviewed and accepted the budget report prepared by the clerk.
4. **Review end of quarter bank reconciliation**
Cllrs received the end of quarter (Quarter 3) bank reconciliation as prepared by the clerk showing a balance of £46,770.93 including reserves. It was agreed to accept the bank reconciliation.
5. **Review applications to the Community Benefit Fund and consider grant recommendations**
 - 5.1. Harberton Parish Hall: Replace and light the steps at Harberton Parish Hall HPH is making the grant request to support the replacement and lighting of the steps between the lower and upper car parking areas. The lights will be LED, energy efficient and carefully positioned so as not to cause nuisance to our neighbours. Full cost of project requested: £1960.00 plus VAT. Following discussion **it was RESOLVED to** recommended support, however it was agreed to bring to the full council's attention that this grant would be made in exceptional circumstances, due to it being a period of less than 12 months since the Harberton Parish Hall received a grant from the Community Benefit Fund in July 2018.
 - 5.2. Peter Beamish: Dashing Dukes Ukelele/Guitar Band The grant is made to provide an opportunity for the young people from the South Hams who have an interest in playing Ukulele or guitar together for regular after school sessions on Mondays 15:30pm – 18:00pm at Moreleigh Village Hall. The grant would support 6 months of hall hire plus costs of music stands, advertising, website. Parents pay for sessions £3.00 per hour to cover the cost of the tutor. **It was RESOLVED to** recommend to the Parish Council to grant the capital costs, plus hall hire for the first three months, after which time Mr Beamish should report back to the Council on numbers of participants. Should there be uptake, the final three months hall hire would be paid.
6. **Consider Clerk Salary and Overtime** It was reported that following the Clerk's annual review the Chair and Vice Chair had recommended a review of the Clerk's pay scale in light of increased responsibilities for the Clerk over time. All members of the Finance Committee had been forwarded: correspondence with DALC regarding procedures for review of the Clerk's Salary; NALC's National Agreement on **Salaries and Conditions of Service of Local Council Clerks in England and Wales 2004, including results of** an independent bench marking exercise carried out on behalf of the SLCC and NALC across a sample set of Clerk's positions, and: an Employment Briefing from NALC listing the new payscale for clerks to be applied from 2019. It is noted that due to the introduction of the national living wage, the NJC agreement includes the introduction of a new pay spine on 1 April 2019 and the document translates the existing spinal column points and scale ranges used in the sector to the new scales.
 - 6.1 Clerk Salary Following discussion involving the clerk **is was RESOLVED to** recommend to the Parish Council to increase the Clerk's salary from LC1 spine point 16 to LC1 spine point 17 from the 1st April 2019. According to the new payscale for clerk's this would see the hourly rate increase to £12.39.

It was commented that should the Parish Council take forward a lengthsmen service, the Clerk's role will increase further and therefore **it was RESOLVED to** recommend to the Parish Council that the Clerk's salary is reviewed in January each year in time to set the budget for the next financial year.

6.2 Clerk Overtime After discussion **it was RESOLVED** to recommend to the Parish Council that the Clerk bring a quarterly overtime claim to each finance committee for payment approval. Payment would then be split equally and paid over the following three months. **It was RESOLVED** to recommend to the Parish Council that the Clerk may choose to carry up to 20 hours overtime forward as TOIL. **It was RESOLVED** to recommend to the Parish Council that all the overtime hours that the Clerk has accrued between 1st April 2017 and 11th October 2018 be paid before the end of this financial year, split into three equal payments across January, February and March. It was noted that the Parish Council should expect that overtime payments will trigger NI and PAYE payments in this financial year and the next. PAYE/NI payments will be calculated in advance of Parish Council meetings.

7. Consider recommendation on 2019/20 budget and earmarked reserves

The Finance Committee reviewed the 2018/19 spending to date, the proposed spend at the end of the financial year and made proposals for the 2019/20 budget.

Cllrs considered budgeting for projects proposed at the December ordinary meeting of the Parish Council, and **RESOLVED** to make the following recommendations as part of the proposed budget:

Totnes and Rural Youth Engagement Project (TRAYE)	£200	To increase the amount in reserves to meet the commitment of the trial agreement.
Parish Lengthsman	£3750	Based on 1 day per week for 6 months in year 1. It has been recommended to meet £1000 of this cost through reallocating earmarked reserves.
New projector for review of plans	£250	Figure based on research.
Harberton Devon Air Ambulance Community Landing Site	0	The Finance Committee made no allocation for funding from the precept in this financial year.
Costs associated with website/social media broadcast	0	The Finance Committee made no allocation for this expense from the precept in this financial year.

A proposed budget was compiled for full council review before publishing.

It was RESOLVED to recommend to the Parish Council that the precept be set at £14,363. This is an increase of £3,828 on the previous year, and an increase of £7.03 on the Band D Parish Rate.

It was commented that this increase was mostly due to the establishment of a lengthsman's service for the Parish and increases to the Clerk's salary via the new payscales drawn up to take into account the new national living wage.

8. Confirmation of next meeting date Tuesday 2nd April 2019.

Meeting closed at 9.30pm