

<p style="text-align: center;">ALBRIGHTON PARISH COUNCIL MINUTES OF THE FINANCE COMMITTEE Wednesday 9th December 2015 at 2.30 pm in the Red House</p>

Minutes of the Albrighton Parish Council Finance Committee held on Wednesday 9th December 2015 at 2.30 pm in the Red House.

PRESENT: Cllrs. S Pledger (Chairman), D Beechey, P Harrison, C Hassall, P Woodman.

In attendance: M Ward, Clerk to Albrighton Parish Council.

1. APOLOGIES

There were no apologies for absence.

2. DECLARATIONS OF INTEREST

To receive declarations under consideration on this agenda in accordance with the Localism Act 2011 s32 and The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

There were no declarations of interest.

3. MINUTES OF THE PREVIOUS MEETING:

- **Minutes of the meeting 11th November 2015:**

Cllr. Pledger welcomed Cllr. Woodman to his first meeting of the Finance Committee.

Cllr. Beechey proposed that the minutes for the meeting held on 11th November 2015 were a true and accurate record which was seconded by Cllr. Harrison and unanimously agreed by the committee.

4. MATTERS ARISING:

There were no matters arising.

5. TO DISCUSS AND AGREE THE MAIN FEATURES OF THE BUDGET 2016/17:

- **To review budget headings and propose any that need removing;**

Members agreed that budget heads 4306 (skip provision) and 4504 (hanging baskets) needed removing from the 2016/17 budget.

- **To review budget headings and agree any new areas of spending for 2016/17;**

Members agreed that new areas of spending should be:

Possible allowances for Councillors if approved by full council;
Administrative assistant salary;
Hospitality allowance;
Council website;
Albrighton Flyer drivers' salaries;
Library income;
Library expenditure;
Village entrance planters;
Millennium clock maintenance.

- **To review budget headings and identify any that are significantly underspent/overspent;**

Councillors noted that the allowance for the RAF approbation was seriously overspent but as the next ceremony was two years away this did not require action in 2016/17.

Councillors agreed that the budget for Christmas lights would also need a further review.

- **Any further items that need to be considered before a draft budget is submitted to Council.**

Budget 4611, other non-recurring spending was considerably in excess of the allowance. The Clerk was asked to provide a print out of this item so that members could review the contents at their next meeting and take appropriate action

- **Agreement on a schedule for the production of a draft budget and presentation to full Council.**

Members agreed that the Clerk would provide a first draft of the 2016/17 budget for their consideration at the next Finance Committee meeting. After amendment the budget would be made available to full council for further review at the meeting on 7th January 2016. The revised budget would then be presented for approval at the Council meeting on 21st January 2016 and the precept agreed. The precept requirement would be sent to Shropshire Council by 31st January 2016.

6. TO FURTHER CONSIDER THE OUTSTANDING DEBT MADE TO THE RED HOUSE AND THE WAY FORWARD GIVEN THE PROBABLE MOVE OF THE COUNCIL OFFICE TO THE LIBRARY.

Cllr. Pledger summarised the events of 2005 which had led to the Parish Council paying bills to a total of £9878.77 exclusive of VAT on behalf of the Red House for repairs and refurbishment of the building.

The Clerk informed members that he had spoken to the auditor who, while agreeing that things should have been done differently in 2005, said that there was little point in trying to modify ten year old accounts that had already been agreed and signed off. Given that the 'income stream' of free lettings would cease if the council moved into the library the council would need to discuss with the Red House management arrangements for paying back the remainder of the 'loan' which should be paid into the Council's account under budget heading 1170 'other income'.

After consideration of the situation and the auditor's advice Cllr. Pledger proposed that the Clerk should write to the Chair of the Red House management asking for a meeting to discuss the issue which was seconded by Cllr. Hassall and agreed by the committee.

7. TO CONSIDER THE RATE OF PAY FOR THE NEW ADMINISTRATIVE ASSISTANT FOLLOWING DECISIONS MADE IN THE BUSINESS MEETING ON 3RD DECEMBER 2016.

The Clerk informed members that there was no national pay scale for a post of the kind envisaged by Council but research on the Internet suggested a salary in the region of £7.50 - £8.50 per hour, according to qualifications and experience. Members agreed that advertisements should be placed in the Express and Star and SALC and on the council notice board. Any previous involvement with the work of local councils would be counted as an advantage.

8. ANY OTHER BUSINESS.

There was no further business.

9. DATE OF NEXT MEETING.

The date of the next meeting was agreed as 22nd December 2015 at 4.00 pm in the Red House.

There being no further business the meeting closed at 3.55 pm.

Signed.....Date.....

Chairman

