



ALBRIGHTON PARISH COUNCIL

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MINUTES OF THE FINANCE & PERSONNEL COMMITTEE MEETING Wednesday 17th October 2018 at 10am in the Council Meeting Room

Present:

Cllrs T Maguire (Chairman), R Smith, P Woodman and M Pitchford

In Attendance:

Shirley Reynolds, Clerk to the Council, Cllr S Kirkland accompanied by Jean Hartshorne

0018. Apologies

There were no apologies for absence.

0019. Declarations of interest

There were no declarations of interest

0020. Minutes of previous meeting

Cllr Woodman proposed that the minutes were a true and accurate record which was seconded and agreed by the committee.

0021. Matters arising

To consider any issues arising from the minutes that are not included on the agenda.

Cllr Pitchford enquired how the Community Asset Transfers (CAT) were progressing and what land was under consideration. The Clerk informed Councillors that two separate CATs had been submitted to Shropshire Council. The first for the Millennium clock had been agreed by Shropshire Council and was now been transferred to APC ownership on the understanding that we maintain the clock moving forward. The second CAT for the land had still not been agreed and the area of land had yet to be established by Shropshire Council.

0022. Confidential Item – staffing

Cllr Maguire address the meeting regarding the confidential item and then asked the Clerk to leave the room.

See separate confidential minute.

Confidential minute to be taken by Cllr Maguire.

Clerk returned and then Cllr Kirkland and J Hartshorne left the meeting.

It was agreed that the Clerk would pursue staffing requirements, interviewing for staff would be undertaken by the Clerk and another appropriate person either the senior library or the Chairman as and when necessary.

0023 To receive the accounts and bank reconciliation for the first quarter of the financial year ending 30th September 2018

Cllr Maguire presented his accounts to 30/09/18 and was happy to report that month end had been completed by the Clerk following the departure of the RFO. The accounts are in line with his figures, the accounts for the period 30th September 2018 showed balances as follows:

| | |
|--------------------|-------------------|
| 1. Petty Cash | £71.03 |
| 2. TSB Current a/c | £23633.68 |
| 3. Beverley B/S | £56108.25 |
| 4. Cambridge B/S | £75000.00 |
| 5. Nationwide B/S | £60000.00 |
| TOTAL | £214812.96 |

The Chairman pointed out that he and the Clerk continue to endeavour to streamline the accounts system and to simplify the presentation of monthly figures.

0024 To consider budget setting for 2019/20

With the Clerk's guidance the next Finance & Personnel meeting (5th or 7th Nov 2018) should include consideration within the 2019/20 budget of costs relating to elections, website, internet, training, equipment, holiday activities, staff pensions and the earmarking of specific amounts of reserves for more long-term expenditure in preparation for discussion at the full Council meeting on 8th November 2018

Discussion followed regarding the priorities for the forthcoming year, the Clerk re-issued the list of items that had been put forward by councillors earlier in the year for Committee members to consider in readiness for our next budget meeting in November, it was agreed that future meetings would be held on Fridays.

The Clerk explained that she had started to work on the budget for next year and felt that a 3% increase for inflation should be across the board and then each item

should be reviewed as necessary, this information would be presented to the next Finance & Personnel Committee, in order to go before full council in December.

0025 To consider RBL training options

The Clerk had previously circulated the quote from RBL to provide training on the accounting software. It was felt by members that the training would be more beneficial if it was held in-house and that Cllr Maguire should attend as well as other Finance & Personnel Committee members if they were available.

0026. Items for the agenda for the next Finance & Personnel Committee meeting

As previously discussed, the next meeting would focus on the priorities for the future which would they allow the Clerk to earmark our reserves appropriately. Budget proposals would also be considered in readiness for the precept which would need to be considered at the December Finance & Personnel meeting.

0027. Date of next meeting – 16th January 2019.

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