

MARKET LAVINGTON PARISH COUNCIL

Clerk: Mrs Carol Hackett, 23 Orchard Close, West Ashton. Wiltshire. BA14 6AU.

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VAT Registration Number: 296 9715 35

Minutes of the **Management & Finance (M&F) Committee Meeting** of the Parish Council
Held on Tuesday 8th January 2019
At 7.15 pm in the Old School, Market Lavington

Committee members in attendance: Cllr Padfield (Chairman), Cllr Osborn, Cllr Myhill, Cllr Davis and Cllr Steele (arrived at 7.39pm).

Others in attendance: Carol Hackett (Parish Clerk)

	AGENDA ITEM
18/19-254	Apologies for Absence There were none, all members in attendance.
18/19-255	Declarations of Interest and Dispensations to Participate Cllr Osborn declared a pecuniary interest in item 18/19-258 (the Chairman's allowance formed part of the budget for 2019/20).
18/19-256	Minutes of Committee meeting The minutes of the M&F Committee held on 24th April 2018, having been previously circulated to members, were approved and signed as a correct record (proposed Cllr Padfield, seconded Cllr Osborn). With regards to minute number 18/19-443 – GDPR Regulations. It was noted that the 'data audit' and 'register of processing activities' had been subsequently discussed at the full Parish Council meeting on the 19/6/18 (minute number 18/19-48) and would be considered further at the next M&F Committee meeting. The draft 'Privacy Notice' and 'Consent Forms' had been subsequently considered and approved at the full Parish Council meeting on the 19/6/18 (minute number 18/19-48).
18/19-257	Adjournment for Public Discussion (maximum of 5 minutes) The meeting was adjourned and resumed at 7.17pm.
18/19-258	2019/20 Parish Council budget The Clerk referred to the draft budget circulated to Councillors with their agenda papers, noting that the OSH and HRAF Committees had previously met and agreed their draft budgets, with the remaining budget having been compiled using estimated figures, based on the actual spend for 2017/18, and the spend-to-date for 2018/19, adjusted as considered necessary. The Clerk referred to advice received from the VAT Advisor regarding the Chairman's and Clerks Allowance, which would be implemented with immediate effect - Chairman's Allowance should be claimed on the production of receipts for expenses incurred, rather than as a fixed amount. The guideline Clerk 'Home Working' allowance rate (without the provision of additional supporting evidence) is £18 per month (£216pa). The 2019/20 budget had therefore been amended to reflect this. It was noted that the 'tax base' figure provided by Wiltshire Council, and used to help calculate the precept requirement, had increased for 2019/20. This meant that there was some scope to further increase expenditure within the draft budget. Councillors reviewed all the figures in detail, taking into consideration the request received from the Clerk for an additional 3 hours per week to help cover the increased workload which had been steadily building up over the last couple of years, the needs of the Neighbourhood Plan, budgeting for equipment and projects in the village, and allocating additional amounts where considered appropriate. Following a full discussion it was proposed by Cllr Padfield seconded by Cllr Osborn and unanimously agreed to seek approval from Full Council for the following recommendations – <ul style="list-style-type: none"> • To approve the proposed draft budget for 2019/20 as amended at the M&F committee meeting – Total expenditure £62,573.25 Total Income £62,573.87 (copy provided to all Councillors), • To approve the precept requirement for 2019/20 of £56,370.00

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	<p>£56,370 divided by 768.64 (tax base) = £73.34 band 'D' charge (an increase of £6.61 / 9.91% from 2018/19)</p> <ul style="list-style-type: none">• To approve an increase in the OSH Cleaner's hourly rate from £8.35 to £8.60 (3% / 25p per hour increase) plus an additional half hour working per week (from 2.5hrs to 3hrs) with effect from hours worked from 1/4/19• To approve an increase in the Clerk's hours from 14 to 17 hrs per week with effect from hours worked from 1/4/19• To approve the recommendation of The National Joint Council for Local Government Services (NJC) for Clerk pay scales for 2019-2020 to be implemented from 1 April 2019 – includes amendments to existing pay scales and spinal column points (from SCP21 £10.676 per hour to SCP11 £11.00)
18/19-259	<p>Chairman's Charity Account The Clerk reported that the new account had been opened with Lloyds Bank. Following a full discussion, it was agreed that some formal 'Terms of Reference' should be produced detailing the operation and management of the account –</p> <p>ACTIONS – Clerk to prepare draft document with support from the Committee Chairman, to be considered at next M&F committee meeting.</p>
18/19-260	<p>Debit card The Clerk asked if consideration could be given to allowing her to have a debit card, for use with the Parish Council's bank account. This would enable her to purchase sundry items on behalf of the Parish Council, without the need to use her own personal funds, and claim the money back as expenses. Following a brief discussion it was proposed by Cllr Padfield seconded by Cllr Osborn and unanimously agreed to seek approval from Full Council for the following recommendation –</p> <ul style="list-style-type: none">• To approve issue of a debit card to the Clerk for use with the Parish Council's bank account
18/19-261	<p>Other M&F Committee business There was none.</p>
18/19-262	<p>Date of next Committee Meeting Tuesday 5th February 2019.</p>
18/19-263	<p>Closure of meeting There being no further business the meeting was closed at 8.18pm.</p>