



Carlton Colville Town Council Finance and Personnel Committee Members are summoned to attend a meeting on Monday 22nd November 2021 at the Town Council Office, Hall Road, NR33 8BT.

The meeting started at 7.00 pm.

MINUTES

1. **To Note Members Present and to receive, note and accept apologies for absence**

Present: Julie Hall, Clare Varela, Rachael Arnott

2. **To receive any declarations of interest regarding the agenda**

None

3. **To consider applications for dispensation**

Not Applicable

4. **To approve and sign the minutes of the Finance and Personnel Committee Meeting held on 23rd November 2020**

It was RESOLVED by all that these were true and accurate and were duly signed.

5. **Clerks Appraisal**

It was noted that the clerk should use things like the Standing Orders to help manage/guide her decisions - i.e. advising members to put their ideas into formal motions for discussion, returning matters to full TC meetings for members to decide the next cause of action - challenging, advising and guiding members to take ownership. She has been advised that matters have to be referred back to the next meeting for members to decide rather than her or us dealing with them.

6. **To discuss and agree clerk's salary based on National Joint Council figures for 2021**

No agreement had been reached at the time of the meeting. It was RESOLVED by all to agree at the next Town Council meeting that when notification was received it should be backdated until April 2021.

7. **To List and agree regular payments**

It was discussed that all payments apart from a direct debit to BT and bank charges that all were brought to the Town Council for agreement prior to payment but a list of regular payments was agreed and put on file.

8. **To note payment authorisers for Natwest Bankline – to agree in an emergency that the clerk can act as one authoriser**

It was RESOLVED by all that the payment authorisers are Julie Hall, Jill Tyler, Clare Varela and Derek Fletcher and in the case of an emergency event happening the clerk could authorise to ensure payments were made.

9. **To file CIL Report to East Suffolk Council**
The CIL report was agreed and signed.
10. **To discuss budget figures v actual spend forecast 2021/2022**
These were reviewed and continue to be presented to members monthly
11. **To set and agree budget and precept figures based on the initial information received from ESC for 2022/2023**
Following discussions and explanations by the clerk it was agreed by all to set the precept at £57,774.38 subject to approval at the Full Town Council meeting 1st December 2021. This would show a 0% change on 2022/2023 council tax bill and seemed fair given the climate we are living in and rising bills for households. The budget would be set at £48,535
12. **To discuss reserves and breakdown of ring-fenced monies for 2022/2023**
It was agreed to ring fence monies as below subject to sign off from full council with a view that this could be moved around during the year with agreement.
Earmarked from Reserves
Children's Activities 1,000.00
Neighbourhood Plan 10,648.16
Deepdale Play Area 55,000.00
CIL 9,895.72
Community Hub 28,666.00
The Graylings Community Garden 2,000.00
Voice of a Friend Play Areas 40,000.00
Queens Jubilee Bench 17,000.00
Queens Jubilee Fete and Activities 10,000.00
Outside Area Community Centre 10,000.00
Total Earmarked 184,209.88
In line with the Reserves policy it was agreed to hold 1 year's precept as a Reserve.
13. **To discuss any matters in abeyance for next meeting or not noted anywhere else on the agenda**
None
14. **To close the meeting**
The meeting closed at 8.45 pm