



CARLTON COLVILLE TOWN COUNCIL

Minutes of Carlton Colville Town Council Finance and Personnel Committee Members are summoned to attend a meeting on Tuesday 28th November 2017 at the Carlton Colville Council Room, Hall Road, Carlton Colville. The Meeting began at 8.10 pm

MINUTES

1.	<p>a) To note Members present and to receive any apologies for absence and agree them Present: Chairman Julie Hall, Councillors Christine Fair, Jill Tyler, Clare Varella</p> <p>b) To receive any declarations of interest regarding the agenda None Received</p> <p>c) To consider applications for dispensation</p>
2.	<p>To approve and sign the minutes of the Finance and Personnel Committee Meeting held on 4th September 2017</p> <p>It was agreed by all that these were a true accurate record and were signed</p>
3.	<p>To receive updates on actions from the previous meeting</p> <ul style="list-style-type: none"> a. Clerk had now sorted back pay and new salary b. A meeting with the SCC about the bus shelter had taken place and the work was being quoted for c. Hanging baskets were now being sourced from Goosegreen nurseries to plant up and Waveney Norse to erect, dismantle and water in 2018 season d. CiLCA training day 1 had been undertaken day 2 30th November
4.	<p>To receive details of any correspondence received since 4th September about finance and personnel matters</p> <ul style="list-style-type: none"> a. General Data Protection Regulations update b. New External Auditor for 2018 is PKF Littlejohn LLP c. Skate park funding – Clerk had submitted a funding bid to Tesco Bags of Help scheme for £4000
5.	<p>Clerks appraisal</p> <p>The clerk had settled well into the role. Her attitude is very good and she is very easy to deal with. She is considerate with information and tries to keep emails to others to a minimum. She has started her qualification and hopes to have this complete by summer 2018. She is forging relationships with other clerks at Beccles, Southwold and Kessingland and a regular meeting takes place with these to share ideas and receive training. She has attended various meetings with Councillor Tyler or on her own e.g.</p>

	Flood defence meeting, Skate park Meetings, Urban design meeting as well as putting faces to names of people from WDC and Waveney Norse.
6.	Discuss newsletter dates Take this forward to Town Council meeting on 6 th December to discuss others being involved in the January issue.
7.	To discuss budget figures v actual spend and balances year to date and also set 2018/19 budget and precept figures It was agreed by all to set the budget at £51190. It was agreed by all to set the precept at £54297 subject to approval Full Town Council meeting 6 th December. This would show a 0% change on 2018/19 council tax bill. It was agreed to allocate £10,000 to the Neighbourhood plan, £1000 to waste bins, £200 to general repairs and the amounts already allocated by the clerk were agreed. Donations money to be increased to £2000 subject to approval by full council.
8.	To discuss reserves held by the Town Council and breakdown ring-fenced monies for 2018 It was agreed by all to Ring Fence the following monies from reserves for 2018/19 £20,000 for the Skate Park (in addition to the £25,000 already there) so £45,000 total £40,000 for the Youth Hub £8,000 for Election Costs £6,000 for additional play or gym equipment (from CIL funds received this year) £3,000 Fencing for Community Centre Total £77,000 for 2018/19 plus £25,000 carried over from 2017/18
9.	To discuss any matters in abeyance for the next meeting or not noted anywhere else on the agenda No other matters were discussed or carried forward
10	Close Meeting The meeting closed at 9.25 pm

Signed Date.....