



Minutes of Finance and Personnel Committee meeting on Tuesday 26th November 2024 at the Town Council Office, Hall Road, NR33 8BT.

The meeting started at 6.30 pm.

MINUTES

1. **To Note Members Present and to receive, note and accept apologies for absence**
Present: Chairperson Rachael Arnott, Councillors Clare Varela, Julie Hall
2. **To receive any declarations of interest regarding the agenda**
None
3. **To consider applications for dispensation**
N/A
4. **Clerks Appraisal**
Comments had been received from Councillors, Community Centre committee member and Kessingland Parish Council whom Alison had supported this year when they had a clerk off long term sick. Alison continues to work to help the council achieve its goals and also is willing to assist residents with issues where practical. The chairperson thanked Alison for her hard work and continued proactivity. Alison expressed her thanks to the Council members who continues to enjoy working with.
5. **To discuss and agree clerk's salary based on National Joint Council figures for 2024**
It was RESOLVED by all that the clerks salary should increase to reflect the recent National Joint Council Agreement backdated to April 1st 2024 as per her contract.
6. **To List and agree regular payments**
All payments apart from a direct debits and bank charges were brought to Town Council for agreement prior to payment but a list of regular payments was agreed and put on file.
7. **To file CIL Report to East Suffolk Council**
The CIL report was discussed for the current year and due to the spending being incomplete it will be signed at the Town Council meeting when this has happened.
8. **To discuss budget figures v actual spend forecast 2024/2025**
These were reviewed with no issues and continue to be presented monthly to full council
9. **To set and agree budget and precept figures based on the initial information received from ESC for 2025/2026**

The Council’s Tax Base for the coming year will be 2,693.68 Band D Equivalent properties

Following discussions and explanations by the clerk to was agreed by all to set the precept at £61,600 subject to approval at the full Town Council meeting on 4th December 2024. This would show a 6.5% change on 2025/2026 council tax bills. This was due to rising costs and the fact that it had been 8+ years since an increase. This would result in a £22.87 charge for each Band D property. The budget would be set at £60,970

10. To discuss reserves and breakdown of ring-fenced monies for 2025/2026

It was agreed to ring fence reserve monies as below subject to sign off from full council with a view this could be moved around during the year with agreement.

Earmarked

Skate Lessons	3,500
Community Garden	1,000
Play area at Community Centre	50,000
Community Centre Investment	50,000
Community Event	5,000
School allotment	700
	110,200

Reserves

In line with the Reserves policy it was agreed to hold 1 year’s precept as a Reserve

11. To discuss any matters in abeyance for next meeting or not noted anywhere else on the agenda

None

12. To close the meeting

The meeting closed at 7.15 pm

Signed..... Dated.....