



NOTICE OF MEETING

Carlton Colville Town Council Finance and Personnel Committee Members are summoned to attend a meeting on Monday 18th November 2019 at the Carlton Colville Town Council Room, Hall Road, Carlton Colville.

The meeting started at 7.00 pm.

MINUTES

1. To Note Members Present and to receive, note and accept apologies for absence
Present: Stand in Chairman Clare Varela, Christine Fair, Jill Tyler
Apologies: Jason Rodwell, Julie Hall
2. To receive any declarations of interest regarding the agenda
None
3. To consider applications for dispensation
N/A
4. To approve and sign the minutes of the Finance and Personnel Committee Meeting held on 13th November 2018
It was RESOLVED by all that these true and accurate and they were duly signed
5. Clerks Appraisal
The clerk had prepared notes of what she had achieved during the year out with of the normal duties. The Councillors were very happy with her proactive approach and the fact that she was leading on some of the projects that the council were undertaking. They felt the town council was seen to be working in a professional manner. The members did not have any developmental areas.
6. To discuss and agree clerk's salary based on National Joint Council figures for 2019
It was RESOLVED by all that the clerk should be on the salary rates agreed by the NJC and backdated to April 2019.
7. To file CIL Report to East Suffolk Council
CIL report was circulated and will be sent to ESC and posted on the website
8. To discuss budget figures v actual spend forecast 2019/2020
The members are updated monthly on these figures and agreed with the forecast to the end of the year

9. To set and agree budget and precept figures for 2020/2021
 Following discussions and explanations by the clerk it was agreed by all to set the precept at £57622.07 subject to approved at the Full Town Council meeting 4th December 2019. This would show a 5% change on 2020/2021 council tax bill. The budget would be set at £47,000.

10. To discuss reserves and breakdown of ring-fenced monies for 2020/2021
 It was agreed to ring fence monies as below with a view that this could be moved around during the year with agreement.

Ring Fenced Monies 2020-2021

Childrens Activities	1500
Neighbourhood Plan	9000
Deepdale play area	55000
VE Day 8th May 2020	500
CIL £3603 previous £5331	
2019/20 = £8934	8934
Community Hub	30000
	104934
General Reserves	50000
Forecast Balance	154934

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

Clerk to investigate Local Government Pension Scheme and report back

12. To close the meeting

Meeting closed at 7.45 pm