



Minutes of Carlton Colville Town Council Finance and Personnel Committee meeting on Monday 23<sup>rd</sup> November 2020 via Zoom.

The meeting started at 7.00 pm.

### MINUTES

1. To Note Members Present and to receive, note and accept apologies for absence  
Present: Chair Julie Hall, Councillors Clare Varela, Christine Fair
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 12<sup>th</sup> November 2019  
It was RESOLVED by all that these were a true and accurate record and were duly signed
5. Clerks Appraisal  
Notes had been circulated outlining projects and meetings the clerk had been involved with. Positive feedback and thanks were given. Councillor Varela asked the clerk what she thought her areas of personal development were. The clerk had been undertaking training, conferences and networking meetings online via Zoom which helped her feel more part of a team as the job could be isolating sometimes. The clerk was happy that she is given the flexibility to carry out the role achieving the best results. The clerk noted that she was happy to be involved in the Community Centre projects but did not wish to become the 'manager' of these. The members did not have any developmental areas.
6. To discuss and agree clerk's salary based on National Joint Council figures for 2020  
It was RESOLVED by all to award the National Salary Award received from NJC August 2020 Scale point 24 backdated to 1<sup>st</sup> April 2020. It was also RESOLVED by all to move the clerk to the next Scale Point 25 from April 2021 to be allowed for in 2021/2022 budget.
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 2020/2021  
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 based on the initial information received from ESC for 2021/2022

Following discussions and explanations by the clerk it was agreed by all to set the precept at £57622.07 subject to approval at the Full Town Council meeting 2<sup>nd</sup> December 2020. This would show a 0% change on 2021/2022 council tax bill and seemed fair given the uncertainty of Covid-19. The budget would be set at £47,000.

10. To discuss reserves and breakdown of ring-fenced monies for 2021/2022  
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.

2021/2022 Ring Fenced/Reserves	
Predicted Balance	<b>201755</b>
Childrens Activities	1500
Neighbourhood Plan	9000
Deepdale Play Area	55000
CIL (towards Play equipment)	8934
Community Hub/Community Centre	40000
Friendly Bench	10000
Voice of A Friend	2300
The Graylings	1000
Wharfdale/Aveling Way play areas	17000
	<b>144734</b>
Balance = 1 year General reserves	<b>57021</b>

11. To discuss any matters in abeyance for next meeting or not noted anywhere else on the agenda  
None

12. To close the meeting  
Meeting closed at 7.55 pm

Signed..... Date.....