

# CARLTON COLVILLE TOWN COUNCIL

Minutes of Carlton Colville Town Council Finance and Personnel Working Party on Monday 4<sup>th</sup> September at the Carlton Colville Council Room, Hall Road, Carlton Colville. The Meeting began at 7.15 pm

## MINUTES

1.	<p>a) <b>To note Members present and to receive any apologies for absence and agree them</b>  Present were: Chairman Julie Hall, Councillors, Jill Tyler, Clare Varella, Christine Fair  Apologies from: Alistair Mackie, Christine Fair</p> <p>b) <b>To receive any declarations of interest regarding the agenda</b>  None received</p> <p>c) To consider applications for dispensation</p>
2.	<p><b>To approve and sign the minutes of the Finance and Personnel Committee Meeting held on 4 October 2016 (The last known meeting)</b></p> <p>It was found that the last known meeting was actually 15<sup>th</sup> November 2016 the minutes were agreed as a true record including the previous clerks appraisal and signed.</p>
3.	<p><b>To receive updates on actions from the previous meeting (information only)</b></p> <p>No updates due to change in clerk</p>
4.	<p><b>To receive details of any correspondence received since 4 April 2017 about finance and personnel matters</b></p> <p>Santander and NatWest Banks had now been finally sorted with correct addresses and signatures.</p>
5.	<p><b>To discuss new clerks probationary period in role:</b></p> <p>Clerks notes as below  Attend 2 day Clerks Training, Scribe Training day, Website Training and update website, organise data protection training  More robust system for cheques and sign off  Bank Statements and reconciliation done monthly  Enrol in Information Commissioners Office  Attend all meetings for council internal and external as required and keep notice boards up to date  Ensure Internal &amp; External Audit completed  Set up office with equipment needed and set up account for office supplies and newsletter printing  Put in place new Standing Orders, Financial Regs, new policies and procedures  VAT sort out from last year and ensure it can be done on Scribe going forward  Planning register in place  Update Fixed Asset Register  Enquire about new logo  Sort out Bank Accounts  Get budget figures and forecast in order  Enquire about hanging baskets for next year  Start ciLCA training in October</p>

	All agreed Clerk had made significant progress since joining and were happy with progress.
6.	<b>To discuss and agree new clerks contract including pay scales</b>  It was Proposed to move to salary grade 29 then subsequently grade 30 following ciLCA qualification pending budget review and town council approval required backdated to 1 <sup>st</sup> July
7.	<b>To discuss a possible purchase of a further defibrillator</b>  Following budget forecasts it was recommended that it be proposed to Full Town Council to approve.
8.	<b>To receive update on information about pension for Council employee</b>  Clerk explained that the Pension set up by the council included phased earnings and so she had decided to opt out.
9.	<b>To receive update on Scribe accountancy system</b>  Clerk had been on training and is using the system effectively including VAT returns.
10	<b>To discuss budget figures v actual spend and balances year to date</b>  Clerk had prepared these and has a good understanding of where we are with finances
11	<b>To discuss reserves held by the Town Council</b>  By ensuring that we are on top of our budget and forecast figures we can ensure that these are utilised accordingly.
12	<b>To discuss the possible further use of Survey Monkey</b>  It was decided to pay for what we have used so far 2 months at £35 each, Julie to check if we can set it up on as and when basis for the future
13	<b>To propose Clerk to commence ciLCA training in October</b>  It was agreed by all that the clerk could go ahead and book this
14	<b>To discuss Hanging Baskets for 2018 season</b>  Quotes to be obtained by nursery that Beccles use. Clerk to issue complaint to Waveney Norse about this year's dying off early due to lack of watering
15	<b>To discuss the internal and external audit reports</b>  Internal advice was being adhered to. External still waiting for the final sign off to be returned but amendments on Asset Register had been sorted.
16	<b>To discuss Bus Shelter at Beccles Road costings</b>  Clerk to set up a meeting to follow up with SCC
17	<b>Close Meeting</b> Meeting Closed at 8.50 pm

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