

Dalton Parish Council

Minutes of the Finance & Employment Meeting of 6th February 2020 held at Dalton Parish Council

Members: Cllrs C Barron (Chair), D Pickering, S Pickering, R Gleadhall, J Carrington and C Malia

In Attendance: J Holsey (Clerk) and R Chico (Clerk)

253 To receive and accept apologies and reason for absence

None

254 To note any declarations of interest on items to be discussed on the agenda

None

255 To approve the minutes of the Finance & Employment Committee meeting held on 9th January 2020

Resolved: The minutes were accepted as a true record

256 To resolve if members of the press and public are to be excluded from any agenda items of the meeting due to the nature of the business to be transacted under Public Bodies (Admission to Meetings) Act 1960, S1 (2))

Resolved: To exclude members of the press and public for Agenda item 10 under public bodies (Admission to meetings) Act 1960, S1 (2))

257 To note any matters arising from the minutes of the Finance & Employment Committee Meeting of 9th January 2020

None

258 To consider financial matters and agree further action where necessary including: -

258.1 Bank Reconciliation including combined Bank Reconciliation for 31st December 2019

Resolved: - That the Bank reconciliations to 31st December 2019, distributed as an appendix prior to the meeting, be received.

258.2 Confirmation of payment schedules to 31st December 2019

Resolved: - That the payment schedules to 31st December 2019, distributed as an appendix prior to the meeting, be received.



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258.3 Confirmation of receipt schedules to 31st December 2019

Resolved: - That the receipt schedules to 31st December 2019, distributed as an appendix prior to the meeting, be received

258.4 Confirmation of income and expenditure budget to 31st December 2019

Resolved: - That the income and expenditure budget to 31st December 2019, distributed as an appendix prior to the meeting, be received.

258.5 Outstanding debtors

Members were advised the sum of outstanding debtors more than 1 month old totalled £1254.00 and were updated regarding the breakdown. They were advised contact had been made with the debtors that were of concern and a repayment plan had been proposed.

Resolved: - That the two larger debtors are contacted and advised the repayment plan of £20.00 per week and £60.00 per month respectively are acceptable to Council

259 To review the draft Financial Risk Assessment 2020: -

Resolved: - that the draft financial risk assessment be recommended to Full Council for approval

260 To review the effectiveness of internal control: -

Resolved: - that the effectiveness of internal control be recommended to Full Council subject to the minor amendment

261 To consider, discuss and agree further action where necessary the hire rates for the Parish Hall

A report was distributed to members at the meeting highlighting the lack of weekend party bookings and how the hall hire could potentially be increased to maximise income. It also covered what local competitors charge for their hall hire.

Resolved: - that a children's party hire of £15.00 per hour plus VAT is introduced, subject to a minimum of 3 hour rental and evening party bookings be charged at £20.00 per hour plus VAT excluding the bar area and £25.00 per hour plus VAT including the bar area. The existing regular booking rate to remain unchanged

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262 Staffing Matters: -

262.1 Sickness

The Clerk updated the Council regarding present sickness.

Resolved: - that if sickness continues a doctor's note is required

262.2 Caretakers

Members were informed of a meeting that had taken place between the Clerks and the caretakers.

262.3 Clerks

The Clerks hours, present contracts and proposed hours/contracts was discussed.

Resolved: - that from 1st April 2020 the Clerks contracts would be amended to 12-17 hours and 25-30 hours respectively. Any hours above the core hours of 12 and 25 are reported and approved by Council by way of timesheets the month after they are worked.

263 Remote working options for the Clerks

Members were advised a quote had been sourced for a Network Attached Storage (NAS) - data storage server that both Clerks would be able to access from home via laptop computers, together with a new laptop and 10 hours' worth of computer support.

Resolved: - The Clerks are to source two other quotes and the item to be considered by Full Council

264 Quarterly Finance and Employment Meetings

Members discussed the importance of the monthly meetings.

Resolved: - that the meeting will be kept monthly with budget monitoring information reported quarterly

265 To suspend Standing Order 7 to consider a previous decision relating to the application form for Brecks Lane Allotments

Resolved: - that standing order 7 is suspended.

266 To receive information with respect to keeping domestic fowl on allotment plots and consider recommending to Full Council the revised application

Members were informed that it is statute Cockerels are not allowed on allotment plots

Resolved: - that the revised application is recommended to Full Council clearly stating only hens and rabbits


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267 To notify Parish Clerk of any matters for inclusion on a future agenda

268 To note the date of the next meeting: -

5th March 2020 at 6.30pm

The meeting was closed at 19.40pm

Chairperson.......... Date 5th March 2020

