

**Minutes of the Finance and General Purposes Committee Meeting held at
Beechen Hall, Wildfell Close, Walderslade on Tuesday 25 November 2014
commencing at 7.30 p.m.**

Councillors present: Mr Ivor Davies (Chairman), Mrs P Brooks, Mr Vic Davies, Mr P Dengate, Mr Bob Hinder and Mr G Smith together with the Clerk, Mr A Springate and Mr R Burrows (Chairman Walderslade Woodlands Group).

1. Apologies and non-attendance.

Cllr Wendy Hinder (MBC meeting).

2. Declaration of Interests, Dispensations, Predetermination or Lobbying.

Cllrs Ivor Davies, Vic Davies, Dengate and Bob Hinder declared that they were allotment tenants but had dispensation to vote on matters relating to the allotments.

Cllr Ivor Davies declared that he was a member of the Walderslade Woodlands Group and Friends of Boxley Warren.

Cllr Bob Hinder declared that he was Chairman of Friends of Boxley Warren.

Item 4.1 was taken at this point.

Mr Burrows left the meeting for item 3 which was then taken in closed session due to its confidential nature.

3. Staff salary.

Members **received** a report on what other parish councils were paying their office staff and the recommended NALC/SLCC salary scales. After discussion the Chairman proposed seconded by Cllr Dengate that the 15 hour office assistant position be renamed Administrative Assistant with a salary scale of SCP 14 – 19 and that the current incumbent be offered, subject to a review of the job description and agreement from all parties, an appointment at SCP 14 with retrospective effect from 1 October 2014. **Agreed** unanimously. Clerk and Chairman to liaise with the member of staff. **Action Chairman, Clerk and member of staff..**

4. 2015/2016 Draft Budget.

4.1 Earmarked Reserves

The meeting was adjourned at 7.32 pm to allow Mr Burrows to explain the future plans for the woodlands and to provide information on the need for a financial reserve to purchase an additional storage unit, power scythe and a small tractor. Funds for the development of a dew pond would also be needed. Questions asked by members were answered as they occurred in the reconvened meeting. Meeting reconvened at 7.38pm.

Members **received** the information from Mr Burrows and after in-depth discussion Cllr Vic Davies proposed seconded by Cllr Brooks that **“that the financial year 2015/2016 the WWG grant be set at £4,975 with the current earmarked reserves remaining at the same level and increased by any unspent grant from 2014/15 financial year. The earmarked reserves will be renamed working fund and the issue be revisited in the 2016/17 draft budget review.”** **Agreed** with the Chairman abstaining.

Discussion took place on the level of ear marked reserves with some minor changes **agreed. Action Clerk.**

Review subscription list. The Clerk’s decision not to re-subscribe to the Direct Information Service was **ratified**. The Clerk confirmed that the same information was being received from other sources free of charge. **Agreed** also not to re-subscribe to the Kent County Playing Fields Association.

4.3 Draft budget. Subhead budgets, transfers from reserves and changes to the presentation of information were discussed and **agreed**, as was the Clerk’s recommendation that a 1% increase in the Chairman and Parish Councillor Allowances should be included in the budget. **Action Clerk.**

4.4 Precept. A short discussion took place on the drop in last year’s precept, due to a billing error, and the implications of this on the setting of the next precept.

4.5 Contingency Fund. Members received a request from Cllr Bob Hinder that provision be made for the purchase of a petrol driven leaf blower to clear

leaves from the access road to the allotments. It was suggested that the leaf blower could be made available to other volunteer groups supported by the parish. **Agreed** that up to £180 could be spent.

5. **Date of Next Meeting.**

Tuesday 13 January 2015 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m. Items for the agenda must be with the parish office no later than 5 January.

Meeting closed at 9.15 pm.

Signed as a correct record of the proceedings.

Chairman.....Date.....