

# FINANCE MINUTES

Tuesday 12th July 2017  
12. pm  
Top Room Parish Hall

1.	<b>Apologies:</b> Cllr S Hawkins <b>In attendance:</b> Chair S Crawley; J Munro RFO; D Austen clerk; Cllrs H Billot & J Leyland.
2.	<b>Draft Audit Report:</b> The draft audit report had been circulated to the finance committee prior to the meeting. All members agreed with the report.
3.	<b>Budgets YTD:</b> The first quarter is slightly over target. It was agreed when committees hold their meetings that the RFO will supply them with an updated budget figure. Due to the short notice of having to change grass cutter contractors the budget will be higher than budgeted for. It will be noted in the budget the reason for the increase. Copies of committee budgets will be sent by email to committee chairs quarterly.
4.	<b>Budgeted for NP:</b> A detailed report is to be sent to the Chair. Three grants have been applied for. Two have been agreed. ACOM will carry out the housing needs site assessment audit (no charge to pc). We could get an additional 15.000 grant from the government. Staff costs cannot be claimed against the grant. It was agreed that Cllr Billot can authorise £500 of CPC funds for NP activities.
5.	<b>Unity Trust Bank:</b> The account is up and running. Cllrs J Leyland, T Reed & S Crawley plus J Munro as RFO are all set up to authorise payments. The RFO has cancelled the standing orders with Nat West . Payment of salaries will start from the 21 <sup>st</sup> with Unity Trust.
6.	<b>Holiday Pay:</b> Holiday will now be shown separately on the wage slips. It was agreed to not to change the way we pay J Emblems holiday pay.
7.	<b>Pension Increase Clerk:</b> It was agreed to increase the clerks pension from 1% to 2% and back date to 1 <sup>st</sup> April 2017.
8.	<b>New Pay Rates NALC:</b> The pay scale rates for the clerk and RFO have been received these were agreed and backdated to April.
9.	<b>Revision of charges for Hall/ Cemetery:</b> It was agreed to keep the rates the same for the next year.

Signed..... Parish Clerk