

**New Earswick Parish Council
Finance Committee Minutes
6 December 2019 15.00 hours**

Attending Councillors:	Carol Runciman (Chairman)	(CR)
	Roy Love	(RL)
	Audrey Steel	(AS)
Apologies:	Fiona Crawford	(FC)
	Christine Durrant	(CD)
Clerk/Minute Taker:	Sally Bruckshaw	(SB)

FC19.12.01 **Apologies for absence**

As above.

FC19.12.02 **Declarations of interest**

None.

FC19.12.03 **To approve the minutes of the meeting held on 3 October, 2019**

The minutes of the meeting held on 3 October, 2019 were approved as a correct record and signed by the Chairman.

FC19.12.04 **To approve the updated Assets Register and confirm the external assets check has been undertaken**

The current insurance figures had been included in the updated register and this was agreed by those present. A check on the external assets had taken place on 4.12.19 by CD and SB.

FC19.12.05 **To decide how to advise the full Council regarding any grant applications that had been submitted**

Information had been received from JRHT relating to their application for financial support for the operation of the Post Office. Two further applications had been received:

A **New Earswick Post Office**

Members looked in detail at the additional information relating to the operation of the post office, that had been supplied by JRHT. Members considered the post office a valuable community asset. Unfortunately, the ongoing building work in and around the Folk Hall appeared to have had a detrimental effect on the footfall into the building. It was hoped this would increase once the refurbishment was finalised.

After considerable discussion, the grant requested of £5000 was to be recommended for approval by the full Parish Council.

B The Pup Hutt

This was an application from a new venture in the Parish. Detailed background information relating to the project had been submitted. This included plans to improve the external environment of the area including planters and external lighting.

Members felt that the project should be supported subject to additional information being supplied. This was to include firm details on the commencement of the operation and copies of paid invoices for items offered grant support by the Parish Council.

Outdoor seating £400, window boxes £240, external plant containers £200 and external lighting £80. Maximum of £920.

C Parkinsons UK York Branch

This application was for the purchase of four computer tablets at a cost of £90 each. The group had monthly meetings at the Folk Hall.

Recommended that the application be supported - £360.

FC19.12.06 Society of Local Council Clerks - Membership renewal

The annual membership fee for the Society of Local Council Clerks was due for renewal at the end of December. It was agreed that this annual payment should continue to be made.

FC19.12.07 Association of Local Council Clerks - Membership renewal

Advice had been received from YLCA that in future this element of the Local Council Clerks fee should be paid by the Clerk not the Parish Council.

FC19.12.08 To review the salary and conditions of service of the Clerk/RFO

Following the changes to national pay scales agreed for the 2019-20 financial year, the current salary had changed from Scale Point 23 to Scale Point 14 within a benchmark range of 13-17.

Members were to recommend that the salary be increased to Point 15.

It was noted that the payroll provider had recently issued information relating to how holiday pay should be calculated and shown on payslips. This was to be on a daily rather than hourly rate.

FC19.12.09 **To agree a budget for the financial year 2020-21 in order to advise the full Council on the setting of the precept**

A draft budget for the 2010-21 financial year was considered by Members. This gave a breakdown of the payments made to date and projections for the coming year.

It was to be recommended that the precept be set at £28,000.

FC19.12.10 **Audit arrangements for the 2019-20 financial year**

The internal audit had been arranged for Wednesday, 22 April to be undertaken by Yorkshire Internal Audit Services. Information would also be required to be submitted to the external audit providers, as the £25,000 threshold had been exceeded.

FC19.12.11 **To agree the date and time of the next meeting**

The next meeting was to be held on Wednesday, 11 March, 2020 at 16.00 hours.

The meeting closed at 16.15 hours.

Signed _____ Chairman, 11 March, 2020