

EARNLEY PARISH COUNCIL EMPLOYMENT COMMITTEE

Minutes of Earnley Parish Council Employment Committee Held on 23rd July 2015

PRESENT: Cllrs. Sandy Simpson (Chairman), Keith Martin, Chris Charter, Shaun Perry and Robert Carey.

In attendance: Louise Chater (Clerk)

08.15 PUBLIC QUESTION TIME

None.

09.15 ELECTION OF VICE CHAIRMAN

On a proposal by the Chairman it was RESOLVED to elect Shaun Perry as Vice Chairman for the Council year ended 31 March 2016.

10.15 APOLOGIES AND REASONS FOR ABSENCE

County Cllr. Pieter Montyn - personal.

11.15 CODE OF CONDUCT

1. Declarations of Interest on items included on the agenda - none.
2. Dispensation requests - none.

12.15 CLERK'S HALF YEAR APPRAISAL

1. Update of appraisal carried out by Cllr. Simpson
The Chairman stated that the half yearly review was to review the objectives some of which objectives have already been meet.
2. Targets set for the remainder of 2015
 - a) Work with the Councillors and Community to produce a Community Led Plan
New objective - publishing objectives and using information at annual assembly to discuss with parishioners
New Objective - working on action plan to achieve objectives
 - b) To maintain all current procedures
 - c) Financial Reports, Budgets - to review in discussion, the format of budget and monthly reports
 - d) To meet with Cllr. responsible for finance quarterly to review accounts

The Clerk left the meeting.

13.15 CLERKS CONDITION OF EMPLOYMENT

1. Review of salary scale following half yearly review. Following discussion it was considered appropriate to increase the clerk's

salary to scale point 23 to bring the employment conditions more in line with the salary scale for positions currently being advertised.

2. Review of salary scale 2016/17 in preparation for budget setting
It was agreed to review this at the budget setting meeting and no further employment committee meeting would be required.

14.15 RECOMMENDATION TO FULL COUNCIL

On a proposal by the Chairman it was RESOLVED to recommend to full council that with effect from the 1st October 2015 the clerk's spinal point be increased to scale point 23 for an average of 10 hours per week.

The Clerk returned and was advised of the Committee's decision.

Meeting closed at 9.37pm

Signed _____

Chairman to Earnley Parish Council Employment Committee

Dated _____

EARNLEY PARISH COUNCIL

Monthly Statement of Accounts as at 31 July 2015

Balance brought forward 1st April 2014		£7,284.03	
Add Receipts		£7,250.07	<u>£14,534.10</u>
Less Payment		£4,915.44	
Balance			<u><u>£9,618.66</u></u>
Bank Accounts	Unity Account	£9,635.66 *	
Less unrepresented cheques			
	300228 SSALC Ltd	17.00	
Total			<u>17.00</u>
RECONCILED BALANCE			<u><u>£9,618.66</u></u>

Note: the stated balances include funds set aside for the following :

Reserves:

Office Equipment	100	
Election Reserves	500	
Noticeboard Replacement	100	
Bus Shelter Maintenance	50	
Road Signs		<u>750</u>

£8,868.66

The balance available for expenditure is therefore

*** Agreed to Bank Statement Dated 31 July 2015**

Signed _____

Dated _____

EARNLEY PARISH COUNCIL- EXPENDITURE BUDGET
As at 30 June 2015

	Code	31/03/2015	Budget	Spent	Available	%Available	Comments
General Administration							
Insurance	1	350	300	265	35	12%	65.15(c) vire 201.00 from General Reserves
Audit Fees	2	360	451	391	60	13%	
Data Protection	3	35	35	0	35	100%	
Councillors and Clerks training	4	600	750	56	694	92%	
Parish Council Newsletter	5	250	250	195	55	22%	
Office Telephone	6	75	100	41	59	59%	
Printing & Stationery	7	200	250	237	13	5%	
Room Hire & Hospitality	8	360	400	130	270	68%	
Website and anti virus protection	9	150	250	55	195	78%	65.15(c) no further action
SALC & CALC Subscription	10	150	160	162	(2)	-1%	
SLCC and Institute Membership	11	75	75	0	75	100%	
Office Equipment	12	100	100	172	(72)	-72%	
CPRE Subscription	13	35	35	0	35	100%	
		<u>2740</u>	<u>3,156</u>	<u>1,704</u>	<u>1,452</u>	<u>46%</u>	
Salaries & Related Expenses							
Clerks Salary (gross)	14	5037	5,350	1,754	3,596	67%	
office rent and broadband	15	276	276	73	203	73%	
pension payment	16	973	1,100	450	650	59%	
Payroll Services	18	50	60	29	31	52%	
Clerk Expenses	19	350	250	166	84	33%	
		<u>6686</u>	<u>7,036</u>	<u>2,473</u>	<u>4,563</u>		
Grants							
Citizen's Advice Bureau LGA 1972 s142	20	100	100	0	100	100%	
Community Warden LG & Rating Act 1997 Part III S31.1(C)	21	350	350	350	0	0%	
Youth Club LG (MP) a 1976 s19	22	100	100	0	100	100%	
		<u>550</u>	<u>550</u>	<u>350</u>	<u>200</u>	<u>36%</u>	
Section 137 Grants							
Participatory Funding & Emergent Requests	23	300	250	20	230	92%	
		<u>300</u>	<u>250</u>	<u>20</u>	<u>230</u>	<u>92%</u>	
Public Areas							
Street Lighting	24	200	200	0	200	100%	
Road Signs	25	50	200	0	200	100%	
Bus Shelter Maintenance	26	100	100	0	100	100%	
Bus Shelter Cleaning	27	300	300	0	300	100%	
Notice Boards Replacement	28	500	500	0	500	100%	
Notice Boards Maintenance	29	100	100	0	100	100%	
		<u>1250</u>	<u>1,400</u>	<u>0</u>	<u>1,400</u>	<u>100%</u>	
Annual Parish Assembly	30	150	150	22	128	85%	
Councillors' Expenses	31	25	25	0	25	100%	
Sundry Expenses	32	150	200	18	182	91%	
Election Reserve Fund	33	100	500	0	500	100%	
Flood Alleviation Scheme Loan (final payment April 2023)	34	595	568	284	284	50%	
		<u>1020</u>	<u>1,443</u>	<u>324</u>	<u>1,119</u>	<u>78%</u>	
TOTAL EXPENDITURE		<u>12546</u>	<u>13,835</u>	<u>4,871</u>	<u>8,964</u>	<u>65%</u>	

EARNLEY PARISH COUNCIL

Monthly Statement of Accounts as at 31 August 2015

Balance brought forward 1st April 2014	£7,284.03	
Add Receipts	£7,250.07	£14,534.10
Less Payment	£5,039.95	
Balance		<u>£9,494.15</u>
Bank Accounts	Unity Account	£9,511.15 *
Less unrepresented cheques		
300228 SSALC Ltd	17.00	
Total		<u>17.00</u>
RECONCILED BALANCE		<u>£9,494.15</u>

Note: the stated balances include funds set aside for the following :

Reserves:

Office Equipment
Election Reserves
Noticeboard Replacement
Bus Shelter Maintainance
Road Signs

100
500
100
50
750

£8,744.15

The balance available for expenditure is therefore

* Agreed to Bank Statement Dated 31 August 2015

Signed _____

Dated _____