

BURTON BRADSTOCK PARISH COUNCIL

Minutes of the Finance Meeting held on Thursday 25th September at 6.00pm in the Reading Room, Burton Bradstock.

Present: Cllrs, , S Pett, A Mackie, D Batten, P Dutton & C Hughes (RFO)

1. Apologies: Cllr D Venn

2. Declarations of Interest: None

3. Minutes of previous meeting: The minutes of the previous meeting of 23rd of June 2008 were agreed and signed by the Chairman of the Finance Committee as a true record.

4. Salary Review: After reviewing all the information to hand on current pay scales and correspondence from DAPTC, it was agreed to recommend to the Parish Council that the Clerk's pay should be on LC2 Spinal Column Point 30 and the RFO LC1 Spinal Column Point 22, both to be backdated until 1st April 08.

As the Clerk/RFO post is now to be combined, Clerk will be asked to complete a time sheet, to ascertain, what work is currently undertaken. This will help the Council to review the situation with the aim of utilising the Clerk's hours more effectively. Several ideas were discussed such as sub committees taking on the responsibility of compiling minutes and making better use of handyman's time instead of Clerk.

5. Matters Arising:

- A meeting with James Meadow from the National Trust had taken place to finalise car park handover plans ahead. It was agreed that, instead of buying scalping to return the Car Park to its original state, the Parish Council would give the National Trust the ticket hut.
- No further correspondence from Mr Green Re the Reading Room booking. Need to check with Clerk if the key has been returned.
- RFO spoken with the Zurich Insurance. It appears that the Playground equipment has been covered twice. Agreed to recommend payment of the renewal at the Parish Council meeting on the 1st October, but Clerk/RFO/Chairman, to go through the Insurance renewal, and list any changes, including what does not need to be covered after the 5th October when the Car Park is returned to the National Trust. Zurich has agreed they will refund any money due. Will need to write to them again in April, when the Café cover is not required anymore.
- RFO to find out value of photocopier and does the Parish Council need to cover it for Insurance.
- Audit has been sent off, but not heard anything back yet.

7. Finance/Budget:

- Cllrs were given a forecast to date by the RFO. Takings on the Car Park down considerably on budget due to bad weather over the summer season, but this has also brought expenditure down considerably. When all Invoices are in for the Car Park/Toilets, will have a clearer view.
- RFO to check if rates bill is for the Car Park or the Café.
- Holiday pay is due to be paid with the wages for the Car Park Staff this month.
- Have not yet received bill for the dog bins.
- If Public Works Loan was to be paid off would be approx £ 1000
- Insurance is £475.37 less than last year.
- £750 allowed for in budget last year for fence repairs around the play area has not been used.
- RFO to confirm with Clerk, how long we are under contract with current broadband supplier.

8. Bank Accounts: RFO has forms for the Clerk to be able to access Phone Banking to transfer funds between accounts and new bank mandate forms.

Current Account £ 14,116.82
High Interest Account £ 29,000.00
Playground Account £ 782.68

9. Car Park Review/Redundancy: When the car park is taken over by the National Trust, the Car Park Manager will not be required, and the Parish Council will therefore have to pay redundancy. Amount of redundancy due to M Fearon would be £1060. However, it was agreed that as the hours he has done in the past few years have been a lot less than in the previous years worked, a fair sum would be £2000. This will be recommended to full Parish Council meeting.

10. Hand over RFO to Clerk:

- RFO was presented with a bouquet of flowers. The Council wished to record their thanks and appreciation for Claire's hard work and the accounting system that she has put in place.
- RFO showed a draft simpler bank reconciliation that could be used by the Clerk, for Parish Meetings. All agreed to go with this.
- As Clerk has been away, have not been able to go over details, so RFO will continue into October for a few weeks.

11. Post Office:

- The current Sub Postmaster has been billed for the rent of PO and has paid up to 5th October 08.
- The Post Office has been informed of the Parish Council's choice of two pairs of applicants for the new Sub Postmaster. The Chairman has tried today to get further information from the Post Office, to find out when they expect to make a decision and when the New Sub Postmaster will be taking over. To date, no answer has been received. It was proposed that the Chairman and Cllr Dutton meet with current Sub Postmaster, to talk through scenario of what will happen after October 6th.

12. Library: The PC Chairman has been informed by Bob Hines that the Friends of the Library have been advised by Dorset County Council of an on-going cleaning contract with the Library, costing £ 700 a year. The Friends had hoped to cover the cleaning by volunteers. As the building is to be a Community Building, still looking into the possibility of having to bring the building into line with current regulations i.e. disabled toilets.

13. Grants: No grants awarded at this meeting – will be reviewed in January.

- The RFO read out a letter from the Fencing Club requesting a grant to help with teacher training and some equipment. The Committee asked the RFO to write to the applicant saying that the Council is not able to give a grant at this stage, but would look at again if Club became established and local people were using. RFO asked to include the Council's best wishes for the venture.
- RFO to write to the Treasurer of the Playgroup, informing that grants will be looked at in January, and requesting a copy of their business plan or projected figures for next year. Alternatively, if there is a specific item they are looking to purchase, then this could be considered.
- BVN – This will be reconsidered in January.

14. Procedure urgent payments:

- Agreed to recommend to the Parish Council that the Clerk would be given permission to make emergency payments up to £ 200, still requiring 2 further signatories, and payment up to £ 500 could be made with the permission of two Committee chairmen one being the Chair of the Finance Committee.

15. A.O.B. None

16. Date of next meeting: Wednesday, 19th November, 2008 @ 6 pm

17. Democratic half hour: No members of the public present.