

---

**MINUTES OF THE MEETING OF ASHURST WOOD FINANCE AND ADMINISTRATION COMMITTEE MEETING** held on Tuesday 21<sup>st</sup> January 2020, 7.45 pm at Council's Meeting Room.

**PRESENT:** Cllrs: Phillips (Chairman), Draper, Forbes, Haite and Spoor

**IN ATTENDANCE:** Samantha Booker (Responsible Finance Officer (RFO))

**MEMBERS OF THE PUBLIC:** 0

The Chairman opened the meeting and welcomed everyone.

1. **Public Questions** – None

2. **Apologies for absence** – Cllr Tyrrell; apologies were received and resolved; the reasons were accepted.

3. **To receive Declaration of Interests from Members in respect of any matter on the Agenda** – None

4. **To confirm the Minutes of the meeting of the Committee held 19<sup>th</sup> November 2019**  
The minutes were approved as an accurate account of the meeting.

5. **Clerks Report** – the Clerks report was received

5.1. **Audit**– Internal Audit will be conducted on 11<sup>th</sup> February 2020. .

6. **Budget 2019/20**

a. **RBS assistance with End of Year Audit:** Cost £360 + VAT. This was deemed necessary as both the Clerk and RFO are new to their respective roles. It will be recommended to the Council for approval. -

b. **End of Year Finance Training for Clerk and RFO:** The course on 18<sup>th</sup> February 2020 has been cancelled. If this course is re-scheduled before the end of March it will be discussed in the next full Council meeting. The attendance of this course has been approved in principle.

c. **To recommend advance funding for Ashstock as requested by Events Committee** – Members were reminded that the Ashstock Events Committee cannot receive a "grant" from the Council. £500 is in 2019/20 budget with predicted end of year of £1,000. Funds will need to be released for specific reasons (i.e. £70 has been used to pay for the event licence). Ashstock 2020 budget of £8,500 has allocated. No money is due to be spent on Ashstock before the financial Year End, if anything should arise this can be approved by the full Council.

d. **Any other changes made or required for predicted Year End 2019/20** -  
No changes from last issue

7. **Budget 2020/21**

- a. **To review Staff Budget to include pension and National Insurance for non-office based staff-**
- b. **To approve and make recommendation to the full Council the annual pay increments (as budgeted)** - On 1<sup>st</sup> April 2020 all eligible staff should move up a pay step, or for the Cleaner an equivalent amount, plus it is anticipated that the pay scales will also moves up, but the percentage has not been announced. It was recommended that the Cleaner should be paid in line with the Assistant Youth Worker The present draft budget covers the pay step, but not the scale increase. It was agreed that the draft budget be increased by £1,000 from £31,000 to £32,000.

Youth Club; It was suggested that the Youth Club Assistant should work an extra ½ hr/week. Three terms of 13 weeks. The increase would cost £250 / annum. It was agreed to increase the budget and check acceptability at the next full Council meeting

Money to be paid for National Insurance and Pension for ALL staff is currently put through the Staffing code, but this code only covers wages for three staff (Clerk, Assistant Clerk/RFO, and Handyman). It was agreed that end of year is the ideal time to ask RBS if there was a more logical way of recording National Insurance and Pension..

- c. **To review any changes to the draft budget with precept for 2020/21 (published 19<sup>th</sup> December 2019 on website) for approval at February Council meeting** - Current Precept is proposed £69,500  
With Taxbase change a Band D increase will be 1.87% It was agreed to keep the draft precept unchanged

## 9. Annual Governance

The Annual Governance was noted, but agreed it did not need a discussion in this meeting.

## 10. Any items for reporting or inclusion on future agenda

### Noted:

Name badges. To be ordered by Cllr Forbes before Year End.

Cllr Draper requested expenses for paper and ink to enable her to print at home. It was agreed that members could use office paper supplies and if necessary order ink via the office

Staff Appraisals to be discussed further at next meeting. It was also suggested that it may be beneficial for the Clerk to attend a short training course for this.

## 8. Date of next meeting – 17<sup>th</sup> March 2020 at 7.00pm

The meeting closed at 8.15pm

Chairman.....

Date.....

