

Notes on Finance WG
13th December 2018
Village Hotel 7.30

Agenda

1) Precept setting

When setting the budget, Council agreed that the general reserve would be lowered to £30,000. Therefore, the Precept should reflect this. We agreed that Deborah would be asked to include an option for the Council to vote on that would show the reduced General Reserve

2) Staffing (Tuesdays meeting with Chair)

Cllr Sharp reported on his meeting with Chairman and Vice-Chairman on Tuesday 11th December 2018.

Cllr Sharp had also Spoken to Katie Fielding at Wiltshire Association for Local Councils to obtain advice on Clerks working hours. It was felt that the record sheet for hours worked was not detailed enough to be able to make an informed decision on the options recommended by the Clerk. It was also thought that any recommendation by the Finance Working Group to Council could be problematic as the FWG form the majority of the Council. KF suggested that a sub working group of 2 councillors should use the clerk's diary to ascertain the type and amount of work being carried out, hours worked and compare with Job Description to see if the two compare. If it was decided that an assistant was required the Clerk Job Description would have to be rewritten and a new one written for an assistant to be clear on duties.

It was decided to recommend to Council that Cllr Hill-Wheeler and Cllr Selwood should carry out an in-depth review, terms of reference to be determined, and report back to Council, when an informed decision could then be made on what steps to take regarding staffing.

3) Highways funding for urgent works

After discussion we agreed that a fund should be kept that could be accessed quickly to carry out any Highways repairs that we are responsible for or required as a matter of urgency.

4) LMPC Guidance Summary: Project Planning - 14 stages in project planning and delivery. (see attachment)

We considered Cllr Shepherds Project Planning stages and thought that it should be presented to Council to be added to Standing Orders as a supplement that any Project could use to report progress back to council. All using the same staging form would be useful in understanding how projects were progressing.

Proposal is to add this document to Standing Orders or other suitable home. The Clerk will be asked to add this to the next agenda.

Actions Completed since FWG meeting:

18/12/18

Clerk asked to produce option for Precept including reduction in general Reserve.
Clerk asked to add Project Plan to Agenda of next meeting.

10/01/19

At informal council meeting the Precept was discussed at length. No agreement was achieved on the FWG recommendation to Council. It was agreed to vote on the options. These were:

- 1) Balanced Budget, £53005 Band D equivalent £70.86, £3.87 Increase. + 6.82%
- 2) Deficit Budget, £51513 Band D equivalent £66.99, No Change.
- 3) Inflation Increase, £52500 Band D equivalent £69.00 £2.01 Increase. +2.84%
- 4) Reduction to £24859 Band D equivalent £32.33 £34.66 Decrease -51.73%

Options 1-3 were as suggested by the RFO, Option 4 was suggested by Cllr Fletcher.

The vote was carried out on 14/1/19 by email. Option 4 came out top by a margin of 2/3, therefore the recommendation of the FWG is for a Precept of £24859.

14/1/19

Cllr Sharp met with Clerk/RFO and informed her of the FWG recommendation. He asked again that this option could be included on the agenda. This was refused. He asked that the figures for this option could be supplied to enable a report from FWG to be included on the agenda. To date these have not been supplied, therefore although the precept figure is correct, the Band D equivalent, decrease figure and % cannot be guaranteed to be absolutely accurate.