

Duffield Parish Council

Minutes of the Meeting of the Finance and General Purposes Committee, held, in the Committee Room, Hazelwood Road, Duffield on Tuesday 19th July 2007 at 10.00am.

Present: Councillors: Buckle, England, Rice, Rowlands, and A Woodings

Also in Attendance: Mrs S Bygraves - Clerk

The retiring Chairman of the Finance and General Purpose Committee, Mr Tony Woodings opened the meeting and requested nominations for the position of Chairman and Vice Chairman of the Finance and General Purpose Committee for the ensuing year.

Election of Chairman of the Committee

On the proposal of Councillor J Rowlands, duly seconded by Councillor T Woodings it was:

785 Resolved: that Councillor J Rice, be appointed Chairman of the Finance and General Purpose Committee for the ensuing year.

Election of Vice Chairman of the Committee

On the proposal of Councillor J England, duly seconded by Councillor P Buckle it was:

786 Resolved: that Councillor T Woodings, be appointed Vice Chairman of the Finance and General Purpose Committee for the ensuing year.

Apologies for Absence

787 Apologies were received from Councillors Short

Declaration of Members Interests

788 None were recorded

Minutes of the Meeting of the Finance & General Purpose Committee

789 Resolved: that the Minutes of the Finance and General Purpose Committee Meeting held on 28th November 2006 be confirmed as a correct record.

Matters Arising

- 790 Arising from minute reference 403, the Clerk confirmed that agreement had been reached regarding the installation of self closing gates at the Glen between Derbyshire County Council and Ecclesbourne Valley Railway, however their installation remained outstanding.
- 791 Arising from item 409, the Clerk noted that the procedure for implementing new accounting reports as designed by Councillors Buckle and Hibbert were being reviewed however some parts remained unclear, and required further explanation.

Resolved:

- 792 That the Clerk further pursue Wyvern Rail and Derbyshire County Council regarding the installation of self closing gates at the footpaths crossing points in Duffield
- 793 That the Clerk and Assistant Clerk work with Councillors Buckle and Hibbert to introduce new the new accounting reporting systems as soon as possible.

Action Plan

An update on the action plan for items outstanding at 19th July 2007 and covering all actions from the meeting held on 28th November 2007 was given and is attached to Appendix A.

- 794 **Resolved:** that the action plan dated 19th July 2007 be confirmed as a correct record.

Items for Exclusion

- 795 None were recorded
- 796 **Resolved:** that a summary of items that should be considered for exclusion be attached to each agenda to ensure understanding and clarity on the subject.

Staff Appraisals

Further to the distribution of a draft staff review and development scheme it was

- 797 **Resolved:** that the draft scheme be adopted by the Parish Council and implemented in January 2008: It was further
- 798 **Resolved:** that the Clerk draw up a process by which the scheme should operate and distribute this to members together with job descriptions and objectives for staff members where available. Training regarding the scheme would be sought from Amber Valley or DALC. It was confirmed that the scheme would only operate for administrative staff in the first instance.

Appointment and Terms of Employment for Assistant Clerks

Further to the distribution of draft contracts of employment for Mr C Carter and Ms S Smith it was

- 799 Resolved:** that the contracts as presented be approved subject to the inclusion of “in advance or by the Clerk in the event of an emergency” at item 12.3

Following discussions on the procedure for the production and distribution of minutes it was

- 800 Resolved:** that first draft minutes should be sent to the Chairman and Clerk for comment by 10am Friday week 1. A further distribution to Councillors by Wednesday in week 2 should take place for comments on accuracy only. Final comments regarding the minutes should be received from the Clerk and Chairman by the Assistant Clerk by Friday 10am week 2. Councillors’ comments on accuracy should be received by the Assistant Clerk by 10am Wednesday in week 3. Finalised minutes should be distributed to all Councillors by 5pm Wednesday week 3.

Sub Committee Structure

Further to a discussion on the work of committees within the Parish Council, members felt that the work of the Strategy Committee fell strongly within the remit of the Finance and General Purpose Committee and that its activity was dependant upon its workings. In absorbing the work of the Strategy Committee the Finance and General Purpose Committee would need to ensure that strategy remained a key focus. This could be achieved by placing it as a standing item on the agenda

- 801 Resolved:** that the Strategy Committee be absorbed into the Finance and General Purpose Committee, and that the Finance and General Purpose Committees’ agenda be amended to include strategy as a standing item. It was further;
- 802 Resolved:** that the Finance and General Purpose Committee meeting 4 times per annum.

Grays Recreational Ground Funding

- 803 Resolved:** that a request be made to Amber Valley Borough Council for s106 monies as identified to be allocated to Duffield Parish Council for the purpose of funding the development at Grey Recreational Ground on Snake Lane in Duffield.

Finance and General Purpose Budget Updates

A summary of transactions for the year to 31st march 2007 was presented to members as detailed:

Duffield Parish Council 31.03.2007
Income and Expenditure 31/03/2007
Cost Centre Report Detail

Finance and General Purpose Committee 19.07.07

		Actual Year To Date	Revised Annual Bud	Variance Annual Total
101	Administration			
1101	Precept	£73,000	£73,000	£0
1103	Chapel electricity income	£240	£180	£60
1104	Income from seats	£565	£0	£565
1106	Noticeboards	£6	£180	-£174
1107	Interest received	£1,612	£1,200	£412
1108	Miscellaneous Income	£600	£100	£500
1109	caretaking village hall	£300	£0	£300
		£76,323	£74,660	£1,663
1120	Clerks salary	£12,600	£12,580	£20
1121	Clerk PAYE/NIC	£5,683	£2,500	£3,183
1122	Clerks mileage	£389	£0	£389
1123	Clerks expenses	£68	£750	-£682
1124	Clerks fixed allowance	£321	£350	-£29
1125	Ass Clerk/Treasurer salary	£1,376	£2,000	-£624
1126	Ass Clerk/Treasurer PAYE/NIC	£0	£220	-£220
1127	Ass Clerk/Treasurer mileage	£25	£100	-£75
1128	Ass Clerk/Treasurer expenses	£0	£550	-£550
1130	Administrator salary	£1,705	£2,500	-£795
1132	Administrator mileage	£46	£100	-£54
1134	Village Warden salary	£6,235	£7,000	-£765
1135	Village Warden PAYE/NIC	£505	£500	£5
1136	Village Warden mileage	£169	£0	£169
1137	Village Warden expenses	£20	£200	-£180
1138	Staff Training Costs	-£20	£500	-£520
1144	charges	£25	£0	£25
1145	Chapel electricity	£178	£0	£178
1150	Admin cost	£317	£500	-£183
1151	Audit	£482	£500	-£18
1152	Insurances	£3,092	£3,250	-£158
1153	Subscriptions	£1,197	£500	£697
1154	Phone Clerk	£478	£300	£178
1155	Phone treasurer	£0	£400	-£400
1158	Newsletter	£605	£600	£5
1160	Photocopier	£197	£0	£197
1161	Comm room light/heat	£133	£200	-£67
1163	Chairman's allowance	£19	£100	-£81
1164	Black spot lighting	-£3	£0	-£3
1165	Dog bins	£1,000	£0	£1,000
1168	Noticeboards	£6	£0	£6
1169	Seat repairs/renewals	£638	£500	£138
1170	Hanging baskets	£1,195	£1,500	-£305
1171	Parish plan	-£6	£0	-£6
1172	Misc small items	£529	£10	£519
1173	Contingencies	£0	£1,000	-£1,000
1174	Licensing	£241	£0	£241
1175	Parish Clock	£90	£0	£90

1177	Christmas Trees	£1,020	£0	£1,020
1178	War memorial	£600	£0	£600
		£41,155	£39,210	£1,945

Total balance carried forward on all budgets **£13,398**

804 Resolved: that the year end summary be received by members and their contents noted.

Details of expenditure against budget were also presented for the quarter to 30th June 2007. The Clerk noted that expenditure on Insurance and Election costs was below the expected level, and that expenditure on the Clerks allowance and Assistant Clerks salary would also be below the level budgeted for. Expenditure on dog bins of £1000 related to a provision for collection charges yet to be billed by Amber Valley Borough Council.

Duffield Parish Council
31.03.2008
Receipts and Payments
30/06/2007
Cost Centre Report Detail

		Actual Year to Date	Annual Budget
101	Administration		
1101	Precept	£40,261	£80,521
1103	Chapel electricity income	£137	£0
1106	Noticeboards	£73	£28
1107	Interest received	£629	£1,356
1108	Miscellaneous Income	£250	£219
	Parish Room Employee Refund	£0	£1,750
	Total Income	£41,350	£83,874
1120	Clerks salary	£2,309	£16,993
1121	Clerk PAYE/NIC	£508	£1,147
1122	Clerks mileage	£30	
1123	Clerks expenses	£0	£691
1124	Clerks fixed allowance	£0	£385
1125	Ass Clerk/Treasurer salary	£586	£10,310
1126	Ass Clerk/Treasurer PAYE/NIC	£0	
1127	Ass Clerk/Treasurer mileage	£0	
1128	Ass Clerk/Treasurer expenses	£0	£28
1130	Administrator salary	£0	£2,500
1132	Administrator mileage	£0	£76
1134	Village Warden salary	£1,084	£8,367
1135	Village Warden PAYE/NIC	£42	
1136	Village Warden mileage	£89	
1137	Village Warden expenses	£0	£306

1138	Staff Training Costs	£0	£250
1139	Councillors Allowances	£0	£2,002
1144	charges	£6	
1150	Admin cost	£134	£384
1151	Audit	£86	£585
1152	Insurances	£3,187	£3,401
1153	Subscriptions	£20	£485
1154	Phone Clerk	£69	£440
1155	Phone treasurer	£0	
1158	Newsletter	£165	£660
1161	Comm room light/heat	£64	£206
1162	Chapel electricity	£48	
1163	Chairman's allowance	£55	£109
1165	Dog bins	£1,000	£450
1166	Church Clock	£0	£99
1167	Bus shelter	£2	
1169	Seat repairs/renewals	£0	£700
1170	Hanging baskets	£0	£1,315
1172	Misc small items	£150	£28
1173	Contingencies	£0	
1174	Photocopier	£0	£207
1175	Christmas Decorations	£0	£878
1176	Licensing	£0	£100
1177	Noticeboards	£0	£500
1178	Finger Posts and notices	£0	£200
1179	Elections	£3,041	£5,050
1180	Land Registration		£250
	Total Expenditure	£12,675	£59,102
	Net Expenditure	-£28,675	-£24,772

805 Resolved: that the receipts and Payments schedules to the 30th June 2007 as detailed be received by members.

Date and time of next meeting

806 Resolved: that the next meeting of the Finance and General Purpose Committee will take place on Tuesday 27th November 2007 at 7.00pm, in the Meeting Room on Hazelwood Road, Duffield.

There being no further business, the Chairman declared the meeting closed at 9.00pm.

Signed----- Date-----