

BEER PARISH COUNCIL

Financial & General Purposes Committee.

Minutes of Annual Precept Meeting held Tuesday 14 December 2021 at 7.30pm at the Mariners' Hall

Present: Geoff Pook (Chair), Darren Clinch, Rick Dormor, Louise Vine
Annie Dallaway (Clerk)

- 1] **Apologies:** None received
- 2] All members declared an interest in agenda item 7. However, a universal dispensation has been granted to all councillors for the duration of the council, to enable them to participate and vote in relation to precept planning matters (Full Council resolution 3 November 2020).
- 3] It was agreed that item 6 below be dealt with after the press and public have been excluded.
- 4] **Public participation** – there were no members of the public in attendance.

5] **Review of fee income for 2022/23:**

5.1 The Meadows parking bays - Terms and Conditions and permit fees

The Committee recommended a 5% increase to £336.27 incl VAT for 2022/23

5.2 Townsend Coach & Car Park - Terms and Conditions and permit fees

The Committee recommended a 10% increase to bring the fee more in line with The Meadows (consistent with last year's rise): Cars £332.75 incl VAT; Coaches & Commercial £385.98 incl VAT for 2022/23

The Committee suggested that the Assets & Property portfolio review the layout to maximise parking capacity.

5.3 Heritage Centre rent

The Committee recommended a 2% increase to £340

5.4 Sea View Terrace lease fee

The Committee recommended the lease fee be increased to match The Meadows parking fee as the leased land is used as a parking bay £336.27 (although no VAT is charged, the fee will be consistent with the gross Meadows parking fee)

5.5 Charging schedule for events

The Committee recommended a 5% increase for all charges. If the Asset Transfer goes ahead, the charging schedule will be reviewed.

Under the Public Bodies (Admission to Meetings) Act 1960 the public (including the press) were excluded from the meeting at this point due to the confidential nature of the agenda items to be discussed (agenda item 6).

6] **General Personnel issues review**

Pay & conditions (pension)

The Committee commended the Clerk, the Workman and the Event Coordinator for their excellent performance over the year, and will bring it to the attention of the Full Council. The Committee reviewed the pay scales and working conditions and made the following recommendations:

6.1 Workman

The Workman is currently at SCP 5, in line with EDDC Street Scene operatives.

The Committee recommended no increase in scale point for the Workman for 2022/23 but endorsed an inflation increase in line with NJC recommendations (2% for the purposes of 2022/23 budget). If the Asset Transfer goes ahead the pay & duties may be subject to review.

A NEST pension is successfully operating for the Workman.

6.2 Event Coordinator role

The terms of employment for the Event Coordinator were initially 5 hours a week until 31 March 2021. The council extended the appointment in April 2021 to 31 March 2022.

The Committee recommended that the pay rate be increased in line with the National Living Wage rates which will apply from April 2022. The post should also be aligned with a salary scale SCP2 and a permanent contract issued.

The Event Coordinator has been offered the opportunity to take part in the NEST pension scheme.

6.3 Parish Clerk

The Clerk is currently at SCP 20.

The Clerk tendered her resignation in late October and the notice period is due to expire at the end of December. Recruitment has been unsuccessful so far and the Clerk has agreed to stay in post in the interim.

The Committee recommended an inflation increase in line with NJC recommendations (2% for the purposes of 2022/23 budget). The Committee also recommended an increase in Clerk's hours to 15 per week to fulfil the responsibilities of the post, from 1 April 2022. The Committee further recommended that the Clerk be able to claim overtime payments if appropriate up to 1 April 2022.

The Clerk has declined to take part in the NEST pension scheme but will ensure the council meets its obligations regarding the Pensions legislation.

6.4 Employment Contract

The Employment Contract was introduced in January 2020 and the Committee recommended no amendments.

7] **Review budget 21/22 and draft budget for 22/23 and make recommendation for Precept for 22/23 (based on draft budget circulated)**

Review budget 21/22

The Committee reviewed income and expenditure to date in line with the budget forecast for 2021/22 and identified no areas of concern.

The s106 payment £25,802 from EDDC is still outstanding but will be received before the end of the financial year.

The Committee noted that the EDDC contribution to the Workman salary had not increased with inflation since 2020/21. Cllr Pook will raise this matter with EDDC officers.

Review draft budget for 22/23

The Committee reviewed the draft budget for 2022/23 and considered the recommendations below:

7.1 Consider recommendations for expenditure from Portfolio groups

No specific recommendations received

7.2 Recommend precept for 2022/23

The Committee recommended the draft budget for 2022/23 for approval at the Parish Council meeting in January 2022 to include a 5% increase in the precept figure for 2022/23 in order to enable the Council to provide a balanced budget with sufficient allocation for employment costs - £25,335 precept. The effect on a Band D property would be £38.04.

The Clerk will present a revised draft budget to Full Council in January including the recommendations from Finance Committee – once the recommendations are approved, the revised budget will stand approved.

8] Standing Orders/Financial Regulations review.

The council adopted the NALC Model Financial Regulations in April 2021 – these will be due for review December 2022.

The Committee reviewed the Standing Orders and recommended a minor change to s38 Payment of Accounts, to reflect that all payments require the authorisation of the Clerk plus one councillor.

9] Risk Management Review.

9.1 Review Business Risk Management document

The Committee reviewed the Business Risk Management document and recommended no amendments.

9.2 Review Asset Risk Management document

The Committee reviewed the existing Asset Risk Management document and recommended no amendments.

10] General Data Protection Review.

The Committee is satisfied that the council's arrangements comply with the legislation which came into effect in May 2018. The Parish Council's Privacy Notice is available on the Parish Council website.