

ARTHURET PARISH COUNCIL

MINUTES of the Meeting of the **FINANCE, STAFFING & GENERAL PURPOSES COMMITTEE** held in the **PARISH COUNCIL OFFICES, LONGTOWN** on **MONDAY 21st October 2024**

PRESENT

Councillor Sir JFS Graham (Chair), Councillor G Routledge (Vice Chair), Councillor M Gunson, Councillor C Adams, Councillor M Irving and Councillor C Johanssen

Parish Clerk and RFO and 1 member of the public

APOLOGIES

Councillor R Graham

Minute Number	
557	<p>Election of Office Bearers</p> <p>Chairman – To receive and consider nominations RESOLVED that Councillor Sir JFS Graham was elected</p> <p>Vice Chairman – To receive and consider nominations RESOLVED that Councillor G Routledge was elected</p>
558	<p>Apologies for Absence To receive apologies and approve reasons for absence</p> <p>RESOLVED that apologies were received from Councillor R Graham</p>
559	<p>Requests for Dispensations The clerk to report any requests received since the previous meeting for dispensations to speak and/or vote on any matter where a member has a disclosable pecuniary interest</p> <p>RESOLVED that no requests were received</p>
560	<p>Declaration of Interest To receive declarations by elected and co-opted members of interests in respect of items on the agenda</p> <p>RESOLVED that no declarations were received</p>
561	<p>Public Participation To receive comments and representations from members of the public in relation to any item on the agenda</p> <p>The member of the public wanted to make the council aware of a drain problem that they had encountered and had very kindly sorted out. The Parish Councillors thanked him for doing this and the Clerk is to report the broken grid/cover.</p>

	<p>The member of the public also added that in their opinion CCTV cameras would be beneficial in the town. This view was noted.</p>
562	<p>Financial Matters</p> <p>562.1 Bank Reconciliation to 24th September 2024 To receive a report by the RFO</p> <p>RESOLVED that the report was received and noted by the PC</p> <p>562.2 Financial Transactions To receive a report by the RFO</p> <p>RESOLVED that the report was received and noted by the PC</p> <p>562.3 Expenditure to Approve To approve the expenditure detailed</p> <p>RESOLVED that the expenditure was noted and approved</p> <p>562.4 Financial Assistance To consider any grant applications from the community pot (<i>none at time of agenda publication</i>)</p> <p>RESOLVED that no applications were received</p> <p>562.5 Monitoring Report To receive a report from the RFO detailing the income and expenditure against the budget to 24th September 2024</p> <p>RESOLVED that the report was received and noted by the PC</p>
563	<p>Budget 2025/2026</p> <p>563.1 Start to consider any project that may impact the 2025/2026 budget</p> <p>RESOLVED that the PC were advised by the RFO to start considering this</p> <p>563.2 To consider how to build a general reserve and agree an amount for the 2025/2026 budget Members to note the following: - Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement JPAG (March 2024 edition) advises: The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority's General Reserve is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure (NRE). The smaller the authority, the closer the figure should be to 12 months NRE, the larger the authority the nearer to 3 months. In practice, any authority with an NRE in excess of £200,000 should plan on 3 months equivalent Currently Arthuret Parish Council has no general reserves</p> <p>RESOLVED that the PC were advised by the RFO to start considering this matter</p>

<p>564</p>	<p>S106 Funding To receive a report from the RFO on the S106 funding available to the Parish Council</p> <p>RESOLVED that funding will be available from the new Gleeson development</p> <p>RESOLVED that £20k is available from another source and should be applied for</p> <p>RESOLVED that quotations received regarding updating/upgrading the play areas be taken to the next Full Council meeting</p> <p>RESOLVED that all reports of vandalism be reported to the police to obtain crime numbers, which may in turn result in a better Police presence – the Clerk is to start reporting this</p>
<p>565</p>	<p>Public Bodies (admission to Meetings) Act 1960 To consider resolving, in terms of the Public Bodies (admission to meetings) act 1960, that, in view of the confidential nature of the business to be transacted (staffing matters), it is advisable in the public interest that the public be temporarily excluded and that they be instructed to withdraw</p> <p>RESOLVED that the member of public had already left the meeting</p>
<p>566</p>	<p>Staffing Matters</p> <p>566.1 Contracts of Employment Members to consider the draft contracts of employment for the Clerk and RFO (drawn up by the RFO using the model contract of employment drafted by NALC and in association with CALC and APC Chair and Vice Chair) Formal contracts of employment are still in the process of being completed (<i>copies circulated to members</i>)</p> <p>RESOLVED that the contracts were discussed and to be taken to the next Full Council meeting for approval</p> <p>566.2 Staff Hours To receive information on current working hours for the Clerk and RFO and consider an increase either with immediate effect or from commencement of the next financial year (current hours for the Clerk and RFO are 14 each per week, previous Clerk/RFO employed at 35 hours per week)</p> <p>RESOLVED that an increase of 1 hour per week each be introduced which will be a total of 15 hours per week for the Clerk and 15 hours per week for the RFO</p> <p>566.3 Other Staffing Issues To raise and consider any other issues relating to Parish Council employees</p> <p>RESOLVED that the cleaner has not been in touch for a while and that the RFO has tried to contact them</p> <p>RESOLVED that Councillor Routledge will try to contact them</p>

ARTHURET PARISH COUNCIL

BANK RECONCILIATIONS AT 24th SEPTEMBER 2024

BARCLAYS CURRENT ACCOUNT - 70122297

Balance b/f at 24/8/24	-323.30		
Transfers from 40479306	5,596.50	Transfers to 40479306	2,161.18
Income	2,200.00	Expenditure	5,598.17
Written off		Balance c/f	-286.15
	<u>7,473.20</u>		<u>7,473.20</u>

Bank Reconciliation
Balance per statement @ 24.9.24 1,468.33

Less o/s cheques

P Kirrkup	b/f & c/f	705608	41.68
P Clulow		705623	160.00
Glasdon UK		705624	1030.21
Carlisle Business Supplies		705625	138.59
LAT Website		705634	384.00
		<u>1754.48</u>	
			<u>(286.15)</u>

BARCLAYS PREMIUM ACCOUNT – 40479306

Balance b/f at 24/9/24	40,993.04		
Transfers from 70122297	2,161.18	Transfers to 70122297	5,596.50
Income			
Interest Received	202.01		
		Balance c/f	37759.73
	<u>43,356.23</u>		<u>43,356.23</u>

BARCLAYS GRATUITY ACCOUNT - 90167215

Balance b/f at 24/9/24	896.99		
Interest Received	3.35		
		Balance c/f	900.34
	<u>900.34</u>		<u>900.34</u>

	<u>Balance B/F</u>	<u>Balance C/F</u>
Account - 70122297	(323.30)	(286.15)
Account - 40479306	40,993.04	37,759.73
Account - 90167215	896.99	900.34
	<u>£ 41,566.73</u>	<u>£ 38,373.92</u>

I certify that I have checked the above figures and am satisfied, to the best of my belief and knowledge, that they accurately represent the financial position of the Parish Council at the end of the year indicated.

FINANCIAL TRANSACTIONS

1. SUMMARY OF REPORT

This report details the expenditure incurred and the income received from 26th August 2024 to 25th September 2024.

2. RECOMMENDATIONS

2.1 that the undernoted expenditure of £5,598.17 is **NOTED**, and

2.2 the undernoted income of £2,405.36 is **NOTED**.

3. REPORT

3.1 The following expenditure transactions require to be noted:-

Supplier	Description	net	vat	gross
N Rushworth	August wage	1041.04		1041.04
T Robinson	August wage	1042.44		1042.44
E Mylnek	Maintenance at Riverside	300.00		300.00
Community Centre	Room Hire	26.00		26.00
K Murchinson	Grounds maintenance	1221.82	218.18	1440.00
Waterplus	Rates for bungalow	5.67		5.67
K Johnson	Water & rates reimbursement	1359.02		1359.02
LAT Website	New website	320.00	64.00	384.00
		£5,315.99	£282.18	£5,598.17

3.2 The following income receipts require to be noted:-

Supplier	Description	net	vat	gross
Grantscape	Grant re works from 2022	2,200.00		2,200.00
Barclays Bank	Interest rec'd (a/c 9306)	202.01		202.01
Barclays Bank	Interest rec'd (a/c 7215)	3.35		3.35
		£2,405.36	0.00	£2,405.36

EXPENDITURE TO APPROVE

1. SUMMARY OF REPORT

This report details the expenditure to approve since the last meeting of the Council.

2. RECOMMENDATIONS

2.1 That the undernoted expenditure of £7,414.98 is **APPROVED**

3. REPORT

3.1 The following expenditure transactions require to be approved:-

Detail	Supplier	Net	VAT	Gross
Grass Cutting	E Mylnek	300.00		300.00
Allotment Petty cash	M Gunson	50.00		50.00
Various reimbursement	N Rushworth	67.89		67.89
Travel reimbursement	C Johanssen	10.00		10.00
Payment for Onecom paid by RFO	T Robinson	584.94		584.94
Flower beds	K Murchison	2890.00	578.00	3468.00
Clerk wages October	N Rushworth Oct	1041.04		1041.04
RFO Wages October	T Robinson Oct	1042.44		1042.44
Riverside cleaner	D Beattie	414.00		414.00
Council Office water	WaterPlus	266.90		266.90
Bungalow	WaterPlus	89.77		89.77
Removal of damaged play equipment	Ian Pearson	80.00		80.00
		£6,836.98	£578.00	£7,414.98

NB: VAT on Onecom payment to be calculated.

Councillor signature.....

Councillor signature.....

ARTHURET PARISH COUNCIL - Monitoring Report 2024-25

BUDGET FIGURES ARE PER PREVIOUS CLERK

Income

	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Variance	NOTES
Precept	75671.00												75671.00	75,671.00	0.00	Received as requested
Beckburn Community Pot				6448.78									6448.78	5,600.00	848.78	Community pot fund for 24/25
Beckburn grants													0.00	0.00	0.00	
Hallburn Grants	5831.72					2200.00							8031.72	0.00	8031.72	Previous years Xmas lights & works re 2022
Other grants													0.00	0.00	0.00	
Allotment rents	230.00												230.00	1,240.00	-1010.00	
Christmas Party Raffle													0.00	0.00	0.00	
Pitch Fees/changing room hire													0.00	1,100.00	-1100.00	
Utility Refund				1261.08									1261.08	0.00	1261.08	
Interest Received						205.36							205.36	80.00	125.36	
VAT				1737.10									1737.10	7,000.00	-5262.90	Budget of £7k should not have been included
Total	81732.72	0.00	0.00	9446.96	0.00	2405.36	0.00	0.00	0.00	0.00	0.00	0.00	93,585.04	90,691.00	2,894.04	

Expenditure

	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Variance	NOTES
Clerk/RFO wages/HMRC/NEST	5099.62	2830.95	6622.22	13373.80	2083.48	2083.48							32093.55	43240.00	-11146.45	£7675 Gratuity, £15,554.94 relates to previous clerk
Cleaners salary	41.68	41.68	41.68										125.04	1595.00	-1469.96	
Council Rooms	12.03	328.44		555.91	121.16	1359.02							2376.56	1000.00	1376.56	
Admin Costs			484.25	140.16		31.67							656.08	500.00	156.08	
s137													0.00	0.00	0.00	
Special Projects													0.00	0.00	0.00	
Petty Cash													0.00	0.00	0.00	
Community Pot Grant	660.00	300.00		60.00	300.00	300.00							1620.00	5600.00	-3980.00	
other grants				3000.00		1200.00							4200.00	3000.00	1200.00	£3k to APCC, £1.2K re grounds mnce
Allotments	137.04			222.18	38.82								398.04	1720.00	-1321.96	
Insurance			3432.68	217.86									3650.54	3700.00	-49.46	Additional £217.86 premium adjustment re council rooms cover
Parks & Open Spaces	414.00	1154.10	834.00	3251.51	3404.33								9057.94	18308.00	-9250.06	
General repairs													0.00	1000.00	-1000.00	
Subscriptions			457.70										457.70	400.00	57.70	CALC
Assets			1905.23										1905.23	250.00	1655.23	New latop and lifesaving equipment
Members & training													0.00	500.00	-500.00	
Audit fees			175.00										175.00	510.00	-335.00	
Reserves													0.00	3000.00	-3000.00	
Website	130.00	65.00	65.00	65.00	65.00	320.00							710.00	936.00	-226.00	
ICO													0.00	0.00	0.00	
Foodbank													0.00	0.00	0.00	
Contingency													0.00	1000.00	-1000.00	
Christmas lights & Events	1111.13												1111.13	6000.00	-4888.87	Relates to work carried out in 2023/24
Sub total	7605.50	4720.17	14017.76	20886.42	6012.79	5294.17	0.00	0.00	0.00	0.00	0.00	0.00	58,536.81	92,259.00	-33722.19	
VAT	248.23	13.00	304.24	331.16	425.98	304.00										
Total	7,853.73	4,733.17	14,322.00	21,217.58	6,438.77	5,598.17	0.00	0.00	0.00	0.00	0.00	0.00	60,163.42			Total including VAT

Bank balance at 25th September 2024	38,373.92
Less balance on community pot	-5,338.16
Less allotment balance	-2,351.38
Less balance on SIDS grant to be returned	-1,000.00 ongoing
Less contingency for election costs	-2,000.00
Add estimated income to 31.3.24	9,529.98 see separate spreadshseet
Estimated expenditure to 31.3.24	-32,155.88 see separate spreadshseet
Estimated balance at 31.3.2024	<u>5,058.48</u>

NB: Estimated expenditure does not include the quote of £600 for removal of branches in Bank Street Gardens
 NB: Council rooms overheads are £1k, any repairs to the boiler or purchase of oil etc will likely be in excess of this