

# Rudgwick Parish Council

Minutes of the Finance, Policies and Human Resources Committee Meeting held on Monday 18th November 2019 at Rudgwick Hall, Bucks Green, Rudgwick at 6.00 pm.

**Present:** Councillors: R Wild (Chairman), D Buckley, A Gormley, S Kornicky and P Thompson  
Mrs. J Foote, Clerk and one member of the public

FPHR 011-19/20 **Apologies for Absence**

Apologies for Absence and reason were received from Cllr R Landeryou and unanimously agreed to be approved.

FPHR 012-19/20 **Declarations of Interest**

There were no Declarations of Interest.

FPHR 013-19/20 **Minutes of the Meeting of 22<sup>nd</sup> August 2019**

The [Minutes](#) of the meeting held 22<sup>nd</sup> August 2019 were **resolved to be approved** and signed by the Chairman as being a correct record.

FPHR 014-19/20 **Public Participation**

A Cox Green resident queried the necessity for a 4% precept increase in view of the 32.7% increase of last year, especially as current inflation figure is 1.5%. He also commented on the proposed Neighbourhood Plan Earmarked figure.

FPHR 015-19/20 **NJC (National Joint Council)/NALC (National Association of Local Councils)/living wage Salary Increase 2020-21**

It was **resolved** to recommend to the Council **to approve** a 30p/per hour salary increase from 1<sup>st</sup> April 2020 in accordance with the Real National Wage, for the Council Wardens. A recommendation for Parish Office Staff salaries could not be made as NALC pay scales for 2020/21 were not yet available.

FPHR 016-19/20 **Earmarked Reserves**

It was **resolved** to recommend to the Council **to approve** the transfer of £45,414 from General Reserve to Earmarked Reserves as detailed on the [Summary Sheet](#) of the proposed [Budget for 2020/21](#) with the amendment of £5,000 to be allocated to Rudgwick Hall Refurbishment rather than the Neighbourhood Plan.

Resulting in:

Traffic Calming Measures	£ 5,000
Road/Car Park	£10,000
Rudgwick Hall Refurbishment	£10,000
Gen Maint/Repairs&Renewals	£18,414
KGV Building refurbishment	£ 2,000

Proposed by Cllr Thompson seconded by Cllr Buckley and unanimously approved.

A vote of thanks to those who had put in effort and diligence into adhering to the very strict budget was **noted**.

FPHR 017-19/20 **Parish Council Budget and Precept for the financial year 1st April 2020 to 31st March 2021**

It was **resolved** to recommend to the Council **to approve** the Predicted [2019/20 Budget](#) and Precept for the financial year 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021 resulting in an increase of 4% against last year's figure.

It was **noted** that King George V (KGV) building lease income could not solely be used for recouping of monies spent over the last two financial years. Income also must cover the maintenance and refurbishment of the changing rooms/landlord's duties and for future KGV building reserves.

Proposed by Cllr Thompson seconded by Cllr Gormley and unanimously agreed.

**FPHR 018-19/20 Unspent and potential S106 monies**

It was **resolved** to **note** the [unspent](#) and [potential](#) S106 and [CIL](#) monies.

**FPHR 019-19/20 Internal Control Policy**

It was **resolved** to recommend to the Council **to adopt** the [Internal Control Policy](#).

**FPHR 020-19/20 Non-payment of invoice by hirer**

It was **resolved** to recommend to the Council **to approve** to write off the outstanding debt of £108.00 and blacklist the hirer for future Rudgwick Parish Halls hire.

**FPHR 021-19/20 To exclude the public and press from the business about to be transacted.**

It was **resolved** to exclude the public and the press from the business about to be transacted with the reason being staff in confidence.

Member of public left the meeting

**FPHR 022-19/20 Staffing**

It was **resolved** to recommend to the Council further investigations into a possible split in the clerk's current job role: Clerk's/Responsible Finance Officer duties and Facilities Management. The clerk's role has not only expanded with the range of duties but also through the increase of Council facilities.

It was **noted** that the Chairman thanked the clerk for the phenomenal task that she had undertaken since she took up the Clerk's post; accounts and banking systems had been moved forward into the 21<sup>st</sup> century; the work involved with the King George V building had truly been a challenge and due to commitment, perseverance and working beyond the call of duty the Council and finances were in a stable situation.

**FPHR 023-19/20 Date of next meeting:**

It was **resolved to note** the next meeting to be in the Spring 2020.

*There being no other business, the Chairman closed the meeting at 7.41pm*

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**Councillor R Wild**

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**Date**