

NOTICE OF MEETING

Finance & General Purposes Committee

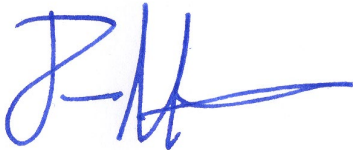
7.45pm on Tuesday 14 January 2020 at Parish Council Office

To Councillors

Mrs Barnard, Ms Dulieu, Fitzwilliams, Strudley, Mrs Wallen and Wilson

You are summoned to attend the meeting of the Finance & General Purposes Committee on Tuesday 14 January 2020 at 7.45pm

Any apologies for absence should be communicated to the Clerk ahead of the meeting.



Jason Mawer

Clerk to the Council

The 7 principles of public life

Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty and Leadership

AGENDA

Meeting of the Finance & General Purposes Committee

7.45pm on Tuesday 14 January 2020 at Parish Council Office

Sound recording, photography, filming and use of social media at meetings that are held in public are permitted. Those wishing to record proceedings are however advised to contact the Parish Clerk for further information before the start of the meeting.

No.	Item	Page
001.	Apologies for absence	
002.	Declarations of interest Members are asked to declare any disclosable interest or affected interest in respect of any matter to be considered at this meeting.	
003.	Minutes of the previous meeting To approve the minutes of the Finance & General Purposes Committee of 17 December 2019	3
004.	Matters arising from the previous meeting	
005.	Financial Report To consider and note the financial report to the end of December 2019	5
006.	Draft Budget 2020/21 To review the draft 2020/21 Budget and precept proposal	6
007.	Parish Plan update	14
008.	Finance Officer	16
009.	Report from the Responsible Financial Officer to note the report from the Parish Clerk and receive any updates	
010.	Payments Payments for authorisation will be tabled at the meeting	19
011.	Date of the next meeting The next meeting will be on Monday 24 February 2020	20
012.	Closure of the meeting	

MINUTES OF THE PREVIOUS MEETING

held on **Tuesday 17 December 2019** at **7.45pm** in the **Warfield Parish Council Office**

Present: Councillors Ms Dulieu, Fitzwilliams and Strudley

In attendance: The Parish Clerk, Cllr Chambers (observing)

In the absence of Cllr Wilson, Cllr Strudley took the chair

001. Apologies for absence

Apologies for absence were received from Cllrs Mrs Barnard, Mrs Wallen and Wilson

002. Declarations of interest

No declarations of interest were received or requested.

003. Minutes of the previous meeting

The minutes of the meeting of 26 November 2019 were circulated to members in advance of the meeting. Approval of the minutes was proposed by Cllr Ms Dulieu and seconded by Cllr Fitzwilliams and the minutes were **APPROVED** by members present.

004. Matters arising from the previous meeting

There were no matters arising

005. Financial Report

The Clerk circulated to members ahead of the meeting the Financial Report to the end of November 2019.

Members queried the rent and salaries figures and the Clerk explained that these were on track despite showing underspend at present. The Clerk explained that Casual bookings were lower than expected this year.

The financial report was noted.

006. Draft Budget 2020/21

The committee considered the first draft of the 2020/21 budget and precept options. Members discussed the various elements that made up the budget proposal and asked the Clerk to continue to review the figures for expenditure as well as the income projections.

The Clerk would bring the budget document back to the next meeting for review and would also circulate this to all members for input ahead of council making a final decision on 29 January.

Members noted the report.

007. Parish Plan Update

The Clerk circulated a paper to members containing an update on the Parish Plan objectives for the committee. Members agreed to review the plan and the objectives at the next meeting.

008. Report from the Responsible Financial Officer

The Clerk requested that the date of the February meeting be changed to allow for attendance at a conference. Members agreed and the meeting date was brought forward to Monday 24 February.

009. Payments

Payments were tabled at the meeting and were approved for payment.

Cheque Payments

			invoice total
4747	Ascot Fire Protection	fire extinguisher services	£276.00
4748	Binfield Electrical (Services) Ltd	Christmas tree light installation and removal	£488.40
4749	Bracknell Town Council	allotment works	£187.20
4750	Circle Cleaning Services	contract cleaning	£824.00
4751	Index Security Systems	security alarm servicing	£109.20
4752	In 2 Sport	sports club provision	£288.00
4753	Rialtas Business Solutions	booking software annual support	£348.00
4754	Servio Ltd	Replacement water heater - Whitegrove	£719.28
4755	Suds Window Cleaning	window cleaning	£168.00
4756	Winkfield Parish Council	Arts Week contribution	£2,567.04
4757	Wokingham Borough Council	Wren printing costs	£250.73
			£6,225.85

010. Date of the next meeting

The date of the next meeting is on Tuesday 14 January 2020.

011. Closure of the meeting

There being no further business the meeting closed at 9.59pm

Apologies were noted for Ms Dulieu at the next meeting.

FINANCIAL REPORT TO END OF DECEMBER 2019

To follow.

DRAFT BUDGET 2020/21

1.0 Purpose of this report

1.1 This report contains the updated draft budget for 2020/21.

2.0 Introduction and process

2.1 The council is required to set a lawful budget each year and has the power to issue a precept for each financial year to its principal council, Bracknell Forest, to be collected on its behalf. The council is required to approve the budget and precept for 2020/21.

2.2 A precept is an order to a billing authority to pay a parish council a named sum, payable in accordance with a schedule of instalments. In this case, half by 1 May 2020 and half by 1 October 2020. The precept order is sent to Bracknell Forest Council following the approval of the council.

2.3 The final budget and precept order will be agreed at the council meeting on Wednesday 29 January 2020.

2.4 This is the second full version of the draft budget for 2020/21 and takes account of the feedback received at the last Finance & General Purposes Committee meeting and other inputs.

3.0 Precept - Means of calculation

3.1 The council sets a precept level and then performs a calculation to work out the amount that would apply to a Council Tax band D property. In 2019/20 the precept total was £195,000. The council uses the Council Tax base, supplied by Bracknell Forest Council, to calculate the band D rate. For 2019/20 the council tax base was 4,838 leading to a band D rate of £40.31.

3.2 The council tax base for 2020/21 has been advised as 5,051, an increase of 213.

4.0 Restrictions on precept setting

4.1 The Government has announced that referendum principles (capping) will not be applied to increases in precepts in 2020/21. The Government expects parish councils to 'exercise restraint' in on changes to precept increases.

4.2 The council has to ensure its section 137 spending (this is discretionary spending by the council where it does not have a statutory power to incur expenditure) is within a level set by the Government. The figure is a spend per elector. This number is usually published by Christmas.

5.0 Discretionary Grants

5.1 The Finance & General Purposes Committee has made the following recommendations on grants for awarding in 2020/21. The

Awards made under statutory powers		
Applicant	Proposed award	Power and Duties under statutory provision
Keep Mobile – County Tours	£1,485.00	Power to spend money on community transport schemes - Local Government and Rating Act 1997 s. 27 (1)(a)
South Hill Park Trust	£1,250.00	Provision of entertainment and support of the arts – Local Government Act 1972 s. 145 (1)(d)
Warfield Memorial Ground	£9,000.00	Power to provide playing fields – Local Government (Miscellaneous Provisions) Act 1976 s.19 (3)(a)
Total	£11,735	

Awards made under section 137 Local Government Act 1972		
Applicant	Proposed award	
Bracknell and District Citizens Advice	£1,500.00	
South East Berks Gang Show	£250.00	
Warfield Produce Show	£150.00	
Pilgrim Hearts Trust	£1,000.00	
Youthline Ltd	£1,750.00	
Warfield Village Fete	£2,000.00	
1 st Warfield Scout Group	£1,000.00	
Bracknell & District Parkinson's Branch	£500.00	
Home-Start Bracknell Forest	£1,000.00	
Berkshire Multiple Sclerosis Therapy Centre	£350.00	
Warfield Environment Group	£250.00	
Bracknell North Guides Association	£840.00	
Warfield Park Community Association	£1,500.00	
St Paul's Child Contact Centre	£250.00	

Whitegrove Primary School	£580.00
Career Springboard Bracknell	£200.00
Warfield Grow & Share	£200.00
Warfield PCC	£1,000.00
Total	£14,320.00

5.2 Members should note that an application was received in December from Berkshire Vision, which will be reported upon at the meeting.

6.0 Non-precept Income

6.1 The council earns other income from non-precept sources. This income comes from rents and hire charges, interest and sales. The council also receives income from the Community Infrastructure Levy (CIL). Likely CIL receipts have not yet been calculated, but will feature in the next version of the budget.

6.2 Rents and hire charges

6.2.1 The Amenities Committee will be considering the proposed hire rates from April 2020 at their meeting in January. These rates will be used to produce the final figures for the budget. In this version of the draft budget assumptions have been made based upon the likely outcomes for 2019/20.

Location (hire type)	Budget assumption
Brownlow Hall (regulars)	£22,000
Whitegrove Community Centre (regulars)	£22,500
Brownlow Hall (casuals)	£9,000
Whitegrove Community Centre (casuals)	£1,000
Total	£54,500

6.2.2 The council also receives rental income for the cottage at Brownlow Hall and the sub-station at Brownlow Hall. The sub-station is a flat rate, not indexed, the rent for the cottage is proposed to increase by 1.9%. The allotment rates have been previously agreed, The 2020/21 rates are shown below.

Location	Budget assumption
Brownlow Hall Cottage	£10,800
Brownlow sub-station	£500
Quelm allotment rent	£1,169
Total	£12,469

6.3 *Interest*

6.3.1 An assumption of interest received has been made of £3,000 for 2020/21. This figure will be reviewed once a CIL figure for 2020/21 is calculated.

6.4 *Sales*

6.4.1 An assumption that income of £600 will be received from waste sack sales.

7.0 **Allocated Reserves**

7.1 The allocated reserves to carry over at year end are forecast as:

Reserve	Forecast
Elections	£2,500
Parish Facilities	£25,000
Brownlow maintenance	£44,475
Whitegrove maintenance	£3,000
Frost Folly maintenance	£47,668
CIL	430,060
Total	£552,703

7.2 The council expects to receive £23,834 for Frost Folly maintenance by year end and this is included in the above figures.

7.3 The parish facilities reserve will be used for professional fees in helping the council with planning for the operation of the new community hub and for communicating this to residents.

7.4 Due to the underspend on elections in May 2019 a small proportion has been held back to cover future election costs.

7.5 The CIL figure shown is the forecast balance at year end 2019/20.

8.0 **Draft Budget**

8.1 The draft budget is shown in appendix 1 and is accompanied by a set of supporting notes. It has been updated since the last committee meeting.

8.2 The main points to note as changes are:

Line 6 – casual hires at Brownlow – the figure reflects likely outcomes based upon performance over the last three years

Line 10 - allotment rent – reflects the likely income from full occupancy in 2020, after discounts applied

Line 18 & 19 – heat and light – reflects higher costs in 2019, but averaged over 5 years charges to account for variations in weather

Line 98 – building improvements – this line covered changes to the make the office more accessible. This would be met by CIL do has been removed at this stage until costs and the council makes a decision.

9.0 Draft budget and precept outcomes

9.1 Expenditure and income

9.1.1 The councils proposed expenditure for 2020/21 is £286,239

9.1.2 Income the councils proposed income before precept for 2020/21 is £70,569

9.2 The difference between income and expenditure is £215,670. This can be met through allocating reserves, CIL and raising precept. No use of reserves is proposed, but use of £3,000 (budget ref. 122) of CIL is recommended should improvements to the office be required for delivering elements of the parish plan (benefiting the community) the remainder would be raised through precept.

Difference:	£215,670
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CIL allocation	£3,000
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Precept requirement	£212,670
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9.3 The increase in the council tax base generates an additional £8,606 if the band D rate of 2019 were carried forward to 2020. To meet the full precept requirement would require an increase of **4.4%** in the band D rate from £40.31 to £42.10. The is an increase of £1.79 for the year.

10.0 Recommendation

Members are asked to review the draft budget and precept proposal.

line	cost centre	cost centre description	code	description	19/20 budget	20/21 budget	change
1	100	Parish Council Income	1076	Precept			
2	100	Parish Council Income	1090	Interest Received	-£1,304	-£3,000	-£1,696
3	100	Parish Council Income	1120	Green Sack Sales	-£800	-£600	£200
4	600	Brownlow Hall	1400	Hire - Regular Users	-£23,000	-£22,000	£1,000
5	610	Whitegrove CC	1400	Hire - Regular Users	-£22,500	-£22,500	£0
6	600	Brownlow Hall	1410	Hire - Casual Users	-£11,500	-£9,000	£2,500
7	610	Whitegrove CC	1410	Hire - Casual Users	-£2,000	-£1,000	£1,000
8	600	Brownlow Hall	1430	The Cottage	-£10,600	-£10,800	-£200
9	600	Brownlow Hall	1440	Sub Station Rent	-£500	-£500	£0
10	720	Quelm Allotments	1450	Allotment rent	-£246	-£1,169	-£923
				Income total	-£72,450	-£70,569	
11	110	Office	4000	Rent	£10,275	£23,500	£13,225
12	600	Brownlow Hall	4000	Rent	£15,500	£16,500	£1,000
13	610	Whitegrove CC	4000	Rent	£200	£200	£0
14	700	Memorial Ground Play Area	4000	Rent	£1	£1	£0
15	110	Office	4005	Rates	£0	£0	£0
16	600	Brownlow Hall	4005	Rates	£0	£0	£0
17	610	Whitegrove CC	4005	Rates	£0	£0	£0
18	110	Office	4010	Heat & Light	£800	£1,000	£200
19	600	Brownlow Hall	4010	Heat & Light	£6,353	£7,000	£647
20	610	Whitegrove CC	4010	Heat & Light	£3,270	£3,000	-£270
21	600	Brownlow Hall	4015	Water	£971	£1,000	£29
22	610	Whitegrove CC	4015	Water	£0	£0	£0
23	720	Quelm Allotments	4015	Water	£466	£466	£0
24	110	Office	4025	Telephone	£512	£522	£10
25	600	Brownlow Hall	4025	Telephone	£372	£379	£7
26	610	Whitegrove CC	4025	Telephone	£480	£489	£9
27	110	Office	4030	Postage	£209	£213	£4
28	110	Office	4035	Stationery	£730	£750	£20
29	110	Office	4036	Office printer	£782	£850	£68
30	110	Office	4040	Cleaning Contract	£1,110	£1,121	£11
31	600	Brownlow Hall	4040	Cleaning Contract	£5,332	£5,000	-£332
32	610	Whitegrove CC	4040	Cleaning Contract	£5,832	£5,000	-£832
33	110	Office	4045	Cleaning Materials	£55	£60	£5
34	600	Brownlow Hall	4045	Cleaning Materials	£440	£460	£20
35	610	Whitegrove CC	4045	Cleaning Materials	£420	£460	£40
36	110	Office	4050	Waste management	£210	£220	£10
37	600	Brownlow Hall	4050	Waste management	£1,002	£1,100	£98
38	610	Whitegrove CC	4050	Waste management	£1,002	£1,100	£98
39	110	Office	4060	Insurance	£1,793	£1,850	£57
40	600	Brownlow Hall	4060	Insurance	£996	£1,005	£9
41	610	Whitegrove CC	4060	Insurance	£1,192	£1,200	£8
42	720	Quelm Allotments	4060	Insurance	£598	£610	£12
43	120	Administration	4080	Audit Fees	£1,888	£2,000	£112
44	120	Administration	4085	Legal Fees	£2,000	£2,000	£0
45	120	Administration	4090	Memberships	£2,260	£2,500	£240
46	135	Parish Expenditure	4095	The Wren	£3,705	£3,900	£195
47	135	Parish Expenditure	4100	Other Resident Communications	£700	£1,000	£300
48	120	Administration	4105	Website	£500	£500	£0
49	120	Administration	4110	IT Hardware	£500	£1,200	£700
50	120	Administration	4115	IT Software	£250	£0	-£250
51	120	Administration	4120	Training	£2,000	£1,500	-£500
52	120	Administration	4125	IT licences	£1,340	£1,500	£160
53	120	Administration	4130	RBS licences	£1,285	£1,309	£24
54	120	Administration	4135	Data Protection	£535	£545	£10
55	130	Parish Commitments	4200	Jealotts Hill Comm Lshare	£8,424	£8,600	£176
56		Parish Commitments	4201	JHCL restructure costs	£0	£5,000	£5,000
57	730	Frost Folly	4205	Frost Folly	£2,500	£2,548	£48
58	130	Parish Commitments	4210	BFC Loan Repayment	£8,191	£8,191	£0
59	135	Parish Expenditure	4215	Planning & Development Issues	£200	£200	£0
60	135	Parish Expenditure	4216	Traffic management	£150	£200	£50
61	135	Parish Expenditure	4217	Waste control	£1,500	£0	-£1,500
62	135	Parish Expenditure	4220	Climate Change	£0	£1,000	£1,000
63	130	Parish Commitments	4225	Youth Provision	£2,570	£2,570	£0

64	135 Parish Expenditure	4230 Green Waste Sack Purchases	£800	£600	£-200
65	110 Office	4250 Repairs & Maintenance	£500	£750	£250
66	600 Brownlow Hall	4250 Repairs & Maintenance	£6,000	£5,000	£-1,000
67	610 Whitegrove CC	4250 Repairs & Maintenance	£2,500	£2,500	£0
68	700 Memorial Ground Play Area	4250 Repairs & Maintenance	£2,200	£2,000	£-200
69	710 Brownlow Hall Play Area	4250 Repairs & Maintenance	£0	£0	£0
70	720 Quelm Allotments	4250 Repairs & Maintenance	£0	£500	£500
71	730 Frost Folly	4250 Repairs & Maintenance	£0	£2,000	£2,000
72	600 Brownlow Hall	4260 Facilities Equipment	£2,800	£750	£-2,050
73	610 Whitegrove CC	4260 Facilities Equipment	£300	£750	£450
74	140 Neighbourhood Plan	4300 Neighbourhood Plan	£0	£0	£0
75	150 BFC Partnership	4320 Rights of Way Management	£2,200	£2,244	£44
76	150 BFC Partnership	4325 Lily Hill Park	£5,300	£5,440	£140
77	150 BFC Partnership	4330 Disabled Go	£150	£0	£-150
78	160 Wages & Salaries	4350 Salaries	£68,590	£71,196	£2,606
79	160 Wages & Salaries	4355 Pensions	£8,700	£9,031	£331
80	160 Wages & Salaries	4360 PAYE & NI	£4,800	£4,982	£182
81	160 Wages & Salaries	4365 Expenses	£250	£250	£0
82	170 Democratic Services	4380 Chairman's Allowance	£300	£300	£0
83	170 Democratic Services	4381 Elections	£16,500	£0	£-16,500
84	170 Democratic Services	4385 Replacement chain of office	£1,500	£0	£-1,500
85	110 Office	4390 Flag & flagpole	£0	£0	£0
86	180 Grants	4400 Section 137	£11,630	£14,350	£2,720
87	180 Grants	4405 Memorial Ground	£7,500	£9,000	£1,500
88	180 Grants	4410 St Michaels PCC (graveyard)	£1,000	£0	£-1,000
89	180 Grants	4415 Keep Mobile	£500	£1,485	£985
90	180 Grants	4420 South Hill Park	£1,000	£1,250	£250
91	190 Events	4560 NP Cycle Ride	£200	£250	£50
92	190 Events	4565 Vegetable Take & Grow	£200	£200	£0
93	190 Events	4570 NP Arts Week	£3,000	£3,250	£250
94	190 Events	4575 Annual Gardening Competition	£150	£150	£0
95	190 Events	4580 Summer of Fun Event	£4,000	£4,200	£200
96	190 Events	4585 Christmas decorations	£1,000	£1,100	£100
97	190 Events	4590 Warfield 125	£1,950	£1,000	£-950
98	110 Office	4600 Building Improvements	£0	£0	£0
99	600 Brownlow Hall	4600 Building Improvements	£0	£0	£0
100	610 Whitegrove CC	4600 building Improvements	£0	£0	£0
101	110 Office	4620 Licences	£0	£0	£0
102	600 Brownlow Hall	4620 Licences	£1,180	£1,202	£22
103	610 Whitegrove CC	4620 Licences	£420	£428	£8
104	600 Brownlow Hall	4650 Trees & Hedges	£1,100	£1,200	£100
105	610 Whitegrove CC	4650 Trees & Hedges	£500	£300	£-200
106	730 Frost Folly	4650 Trees & Hedges	£1,000	£300	£-700
107	600 Brownlow Hall	4655 Hanging Baskets	£312	£320	£8
108	600 Brownlow Hall	4670 Caretaker Payroll	£5,484	£5,692	£208
109	610 Whitegrove CC	4670 Caretaker Payroll	£5,484	£5,692	£208
110	600 Brownlow Hall	4685 Cottage Maintenance	£500	£0	£-500
111	600 Brownlow Hall	4690 Cottage management fee	£600	£0	£-600
112	110 Office	4700 Inspections	£1,022	£250	£-772
113	600 Brownlow Hall	4700 Inspections	£1,861	£850	£-1,011
114	610 Whitegrove CC	4700 Inspections	£2,026	£750	£-1,276
115	700 Memorial Ground Play Area	4700 Inspections	£1,180	£1,202	£22
116	710 Brownlow Hall Play Area	4700 Inspections	£202	£206	£4
117	720 Quelm Allotments	4700 Inspections	£0	£0	£0
118	730 Frost Folly	4700 Inspections	£0	£0	£0
119	800 Project & Developments	4805 Allotment - delivery costs	£20,000	£1,000	£-19,000
120	720 Quelm Allotments	4810 Allotment - management costs	£1,000	£0	£-1,000
121	110 Office	4900 Other Costs	£1,000	£1,000	£0
122	135 Parish Expenditure	Parish Plan delivery	£0	£3,000	£3,000
		Expenditure total	£301,792	£286,239	
		Income total	£-72,450	£-70,569	
		Expenditure total	£301,792	£286,239	
		shortfall	£229,342	£215,670	

Budget notes

Ref: Notes

- 11 Office rent shows at the level agreed in 2019 rent review
- 12 A rent review for the Brownlow Hall is due in 2020, a small increase has been assumed of £1,000
- 15 Assumed no business rate application as per 2018/19 and 2019/20
- 16 Assumed no business rate application as per 2018/19 and 2019/20
- 17 Assumed no business rate application as per 2018/19 and 2019/20
- 29 Increased office printer costs applied to allow for council publications
- 31 Cleaning costs will be recalculated based upon assumed usage
- 32 Cleaning costs will be recalculated based upon assumed usage
- 36 Assumed waste collection costs will increase above inflation
- 37 Assumed waste collection costs will increase above inflation
- 38 Assumed waste collection costs will increase above inflation
- 46 Cost increase due to new homes for delivery
- 47 Increased resident communication budget to meet parish plan expectations
- 49 New IT equipment required for additional staff member (budgeted 2019)
- 55 Matches contribution of Bracknell Town Council
- 56 Allowance made for support in setting up new structure and support operations
- 62 Provision made for climate change projects
- 71 Provision for new height barrier at Frost Folly
- 78 Increased in line with budget principles. Final national agreement to follow.
- 86 See grants in main paper
- 87 See grants in main paper
- 89 See grants in main paper
- 90 See grants in main paper
- 93 Increased in ensure events remain free
- 95 Increased to allow more flexible equipment
- 97 Additional funding for events in 2020
- 98 Provision made for office adjustments if required to meet disability access requirements
- 108 Inflation applied until staffing committee meet
- 109 Inflation applied until staffing committee meet
- 119 Provision made for new pedestrian gate
- 122 Provision made to meet parish plan commitments, includes Wren mock-up, branded gazebo and external display boards

PARISH PLAN UPDATE

1.0 Purpose of this report

1.1 This report is a repeat of that circulated in December. It provides an update on the progress towards the goals outlined in the parish plan that fall within the remit of the committee.

2.0 Specific goals

Ref.	Goal	Target Date	Progress
3.3	Jealotts Hill Community Landshare (JHCL) (a) to make significant progress towards establishing a new managing structure and (b) is financial stable.	December 2019 March 2021	In Progress In progress

Work towards establishing a new structure will continue when the partners meet in the new year. A new structure is a priority, but is not necessarily required by March 2020, due to the continuation of Silva Homes.

The draft budget of the council includes provision to help support the establishment of a new structure. Partners will discuss financial stability once a structure is agreed.

Ref.	Goal	Target Date	Progress
4.1	Update and reissue local walking and cycling routes and guides	April 2020	To begin
4.2	Produce a local guide to welcome new residents to the Parish	May 2020	In progress
4.3	Finance outdoor gym equipment at Westmorland Park	March 2023	To begin

Work on the local walking and cycling routes will begin in January 2020.

Initial information for a local guide is being gathered. Draft documents and postcards for members will be produced by February 2020.

Discussions with BFC over the siting of gym equipment will begin in 2020/21 and if agreed can be brought forward for budget consideration in 2021/22 or 2022/23.

Ref.	Goal	Target Date	Progress
5.1	Improve communication with residents about the work of the Parish Council	April 2020	To begin - Feb 2020
5.2	Raise the profile of accessibility of the Parish Council and Councillors	August 2020	To begin - Apr 2020

5.4	Establish a team of volunteers to support local events	August 2020	To begin – Jan 2020
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The Annual Parish Meeting working group will be established in January and may decide on actions like preparing an annual report for residents. Provision has been made in the budget for production.

Members have discussed the possibility of consulting on the Wren and alternative formats at the Warfield Village Fete. With a new Wren launching in 2021.

The draft budget includes provision for updates to the website.

Provision is made in the draft budget for branded gazebo and external display boards for events.

Provision is made for PPE equipment for volunteers, but work in recruitment would need to begin in the new year.

3.0 Recommendation

Members are to note the report and agree actions to meet the plan.

FINANCE OFFICER

1.0 Purpose of this report

1.1 This report provides details on the post approved in the 2019/20 budget for a Finance Officer.

2.0 Finance Officer

2.1 The post proposed is described as a Finance Officer as this will be the primary function of the role. This should not be confused with the role of Responsible Financial Officer, which is a role required by law and will be retained by the Clerk.

2.2 The post will be part time, for up to 15 hours per week. The exact working arrangements will depend on how it will work best with the rest of the team, but this could be a role performed over three days rather than over five days as with other roles in the team.

2.3 The draft job description is attached. This role will support the Clerk with the financial management of the council, removing many of the data entry task performed by the Clerk.

2.4 The role will free up time for the Clerk from day to day financial processing and from the Admin team from invoicing work. Potentially, this is 8-10 hours per week. The Clerk requires more time to support the council from a strategic perspective, particularly with the new community hub and addressing the priorities of the new council. The additional time freed for the admin time would allow more focus on issues like communications, planning, marketing and facilities and open space management.

2.5 The role will allow for a greater focus on financial matters like credit control and preparation for the monthly financial reports. The additional capacity would strengthen the resilience of the team during periods of holiday and sickness.

2.5 While the primary focus of the role would be finance, the officer would be a member of the admin team and would be expected to support them in general duties such as dealing with members of the public.

3.0 Recommendation

Members are asked to note this report.

JOB DESCRIPTION

TITLE

Finance Officer

JOB PURPOSE

The Finance Officer will perform day to day financial administration as well as other administrative and office support activities for the Clerks and Councillors to facilitate the efficient operation of the Parish Council.

LOCATION

The Finance Officer will be based in the Parish Council Office at 7 County Lane on the Tesco Store site.

DUTIES WILL INCLUDE:

- Using the Rialtas Omega software accounting package
- Processing sales and purchase invoicing
- Preparing payments for authorisation by council
- Raising sales invoices and ensuring payments are received
- Assisting in the preparation of monthly payroll
- Reconciling the bank accounts and month end
- Assisting with work associated with budget setting, year end and Internal Auditor visits
- Preparing the quarterly VAT return
- Reception duties including dealing with enquiries and issues arising from the public, organising displays & handling sales of garden waste bags to residents
- Support to the Clerk & Councillors, including supporting the day-to-day running of the office
- Preparing information for council meetings
- Attending occasional evening meetings and other council events
- Attending training courses/external meetings on behalf of the council
- Ad hoc administrative and project based duties

THE SUCCESSFUL CANDIDATE IS LIKELY TO HAVE THE FOLLOWING ATTRIBUTES:

- Administrative skills
- Understanding of ledgers and good numeracy skills
- IT skills, particularly Word & Excel
- Customer facing skills
- A flexible approach to day-to-day duties
- UK driving licence & own transport

CONTRACT

The role is for 15 hours per week. The normal working hours of the Finance Officer will be agreed with the successful candidate. Consideration would be given to a three day working week. You may be asked to provide clerking duties at occasional evening meetings by agreement (for which you will be paid additional hours at the standard rate). This will be a permanent contract, based upon the National Joint Council for Local Authority Services Terms and Conditions. For qualifying staff you will have the opportunity to join a contributory work place pension scheme.

PERSON SPECIFICATION

Administrative Assistant		
	Essential	Preferred
1. Educational qualifications	GCSEs or equivalent in Maths and English	5 GCSEs or equivalent
2. Work Experience	Ability to deal with the public	Customer service orientation
3. Skills/ knowledge and aptitude	IT skills and knowledge of relevant MS software and data entry Experience of financial working including sales and purchase ledgers Knowledge of clerical & administrative procedures and systems Knowledge of principles & practices of basic office management Attention to detail & accuracy Communication skills – written & verbal Knowledge of social media particularly Facebook and Twitter	Ability to problem solve Basic understanding of the planning system Knowledge of local council finance
4. Motivation	Able to maintain good relationships with Councillors, public and contractors. Self-reliant and self-motivated.	Willingness to undertake training
5. Other	Able to demonstrate flexibility as required. Willingness to attend occasional evening meetings and parish events (outside of normal working hours) Driving licence, car owner and ability to travel (updating noticeboards circular route approx. 5 miles and banking receipts)	

PAYMENTS

Accounts for payment will be tabled at the meeting.

DATE OF THE NEXT MEETING

The next meeting of the committee will be on Monday 24 February 2020 at 7.45pm