

# MISTLEY PARISH COUNCIL



**Minutes of the Finance Committee Meeting held on  
Thursday 20 December 2018 in the Village Hall,  
Shrubland Road at 19.00**

**Present** Cllrs. Rayner (Chairman), Birch (Vice-Chairman), Fairhall and Peacock, Mr. A. Lee (Temporary Clerk and Responsible Finance Officer) and Mrs. S Clements (Clerk as from 2 January 2019). Cllrs. Burton and Chaplin (*ex-officio*). There were no members of the public present.

**F06.18 Apologies for absence**

Apologies were received from Cllr. Howell.

**F07.18 Minutes of the Previous Meeting**

The minutes of the meeting held on 29 March 2018 were approved unanimously and signed by the Chairman.

**F08.18 Matters arising from previous minutes**

There were none.

**F09.18 Report of the Responsible Finance Officer (enclosed):**

- (a) Current Account  
Noted that the balance in the Current Account at 29 November 2018 was £23,488.67.
- (b) Bank Reconciliation  
Noted that the bank reconciliation at 29 November 2018 was £62,546.64.
- (c) Income and Expenditure in 2018/2019

The Responsible Finance Officer estimated that routine and committed expenditure for the remainder of the financial year would be approximately £15,000:

**Salaries and Wages**

Cleaner	£2,256	(December 2018 to March 2019)
Warden	£598	(December 2018 to March 2019)
Temporary Clerk	£3,759	(September to December 2018)
New Clerk	£2,940	(January to March 2019)
Pension Contributions*	£627	(January to March 2019)
Miscellaneous expenditure	£4,820	(street light repairs; legal fees for transfer of land under section 106 agreement; Pay Roll Services; and additional maintenance works).

\* The Council resolved at the meeting held on 21 May 2018 (item 66.18) to accept the Clerk's post into the Local Government Pension Scheme. The Council's annual total contribution and administration charges will be about £2,498 for 2019/2020. So, the figure of £18,000 above includes the Council's three month's pension contributions and administration charges for the new Clerk.

The estimated income (combination of rents and VAT refund) for the remainder of the financial year was approximately £5,698.

The remaining £14,100 in the current account could be used towards funding of two projects the Council had already approved: children's playground fencing; and removal of reinforced concrete from the former skateboard ramp.

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The approximate costs were £6,800 (excluding VAT). Once these projects were completed, this would leave about £7,300. There would still be £33,000 in the Reserve Account to be carried forward into 2019/2020.

Following a discussion of the Responsible Finance Officer's estimated routine and committed expenditure for the remainder of the financial year, it was agreed unanimously that an extra £3,000 be added to miscellaneous expenditure.

The Chairman noted that a further £1,500 income would be paid by Futureway Homes for the use of the car park for a site office and it was envisaged that this sum could be put towards the cost of the replacement fencing of the Children's Playground.

Cllr. Birch enquired whether the Football Club's rental payments were up to date. Responsible Finance Officer explained that the second-half invoice should have been sent out on 1 September.

**Action:** Responsible Finance Officer

The Committee considered the future projects listed in the Responsible Finance Officer's Report:

- Repairs and refurbishment of Swan Basin.
- Provision of water supply equipment, fencing and gates, hedging, and hire of contractor to plough and harrow site at the former Brunswick House Allotments.
- Joint funding for Community Special Constables.
- In the event that the Charity Commission approves the Council taking over the Manningtree and Mistley Welcome Home and Memorial Fund as Sole Trustee, then consideration will need to be given to the ensuing legal fees and disbursements, plus a review of the maintenance of the recreation ground and the refurbishment of play equipment.
- Election Expenses for the May 2019 Parish Elections.
- Appointing a gardening contractor to keep hedges and verges along footpaths cutback on bordering Council-owned land.
- Erection of a lockable barrier to the Village Hall car park.
- Renewing the perimeter barriers of the Village Hall car park.
- Improvements to the Village Hall car park.
- Repair and replacement of play equipment at Furze Hill Recreation Ground.
- Woodland management plan and works to Furze Hill area of woodland.
- Set aside £1,000 for possible expenditure in the Joint Local Emergency Plan.
- Repair and refurbishment of the benches around the Parish and the shelters at the Walls and in New Road.

Following a discussion about the expenditure and budget, it was agreed unanimously to add two further projects: the installation of a water supply to Church Meadow; and additional maintenance costs to the boundaries between the Cemetery and the Burial Ground. Clerk to seek quotation from Liverton.

**Action:** Clerk

- (d) Resolved to submit a Precept request to Tendring District Council for 2019/2020.

Following a discussion, Cllr. Fairhall proposed that the Parish Council increase the precept to £61,000 for 2019/2020, which was seconded by the Chairman. Agreed with three votes for and one vote against. **Action:** Responsible Finance Officer

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**F10.18. Any other finance matters:**

(a) Approved Temporary Clerk's Salary

The Temporary Clerk requested that the Finance Committee formally approve the salary including overtime for the period between 25 September and 31 December 2018. The Pay Roll Administrator had calculated the applicable PAYE Income Tax and National Insurance deductions of £949.89 and the net pay of £2,808.53. The Chairman proposed to approve the Temporary Clerk's salary and it was agreed unanimously.

(b) Signed Cheques

The following cheques were signed for:  
Wesource £400.00 (Churchyard and Burial Ground maintenance);  
HMRC £1,267.52 (PAYE and NI – third quarter);  
B Forrester £119.70 (wages – December); and  
A Lee £2,808.53 (salary between 25 September and 31 December 2018)

There being no further business the Chairman closed the meeting at 21.20.

Signed ..... Chairman      Date .....