

Present: Cllrs Bell, Clare

In the Chair: Cllr Plater

Clerk: Michelle Curtis

1. Chairman

Cllr Plater was nominated to be Chairman of the Finance Committee. The nomination was agreed unanimously. Cllr Plater was declared to be Chairman of the Finance Committee of Tollesbury Parish Council for the ensuing municipal year.

2. Vice-Chairman

Cllr Clare was nominated to be Vice-Chairman of the Finance Committee. The nomination was agreed unanimously. Cllr Clare was declared to be Vice-Chairman of the Finance Committee of Tollesbury Parish Council for the ensuing municipal year.

3. Apologies for Absence

There were apologies of absence from Cllr Hawes.

4. Declarations of Interest

There were no declarations of interest declared.

5. Public Forum

There were no members of the public present.

6. Minutes of Meeting held on 8th March 2022

Resolved: that the minutes of the Finance Committee meeting held on 8th March 2022 be approved as an accurate account of the proceedings of the meeting.

The Chairman signed the minutes.

7. Budget 2022/23

The Committee reviewed the expenditure against the budget for 2022/23 at the halfway point.

Allowing for areas impacted by inflation, a forecast for expenditure for the remainder of the 2022/23 financial year was prepared. It is predicted that there will be an overspend of 6.49%, which equates to approx. £6,000. This is mainly due to increased electricity prices, wages and less income than predicted.

The Committee were not concerned at this stage as unused funds in the Earmarked Funds from projects that were no longer going ahead and unspent funds from previous years budgets would cover any shortfall. The Committee would, however, need to closely monitor the accounts until the end of the financial year. The next review of the accounts would be in December 2022, when the 2023/24 precept is set.

The Committee reviewed the Earmarked Funds and would propose the following movement of money to the Full Council:

- Move £2,000 from EMR Woodrolfe Hard to EMR Unallocated
- Move £1,500 from EMR Website to EMR Unallocated

The movement of funds would reduce/increase funds as follows:

EMR Woodrolfe Hard would reduce from £4,052.96 to £2,052.96

EMR Website would reduce from £1,945 to £445

EMR Unallocated would increase from £1,962.98 to £5,462.98

The Clerk asked whether the Committee would consider reviewing her office allowance. Since she was employed in 2007, the rate has stayed the same, and there has been a significant increase in overhead costs, i.e. electricity and internet.

The Committee agreed that consideration should be given to the office allowance.

Action: Clerk to provide the Committee with information which will be submitted for consideration by the Full Council.

8. Procedures

8.1 Grievance Procedure

Councillors reviewed the Grievance Procedure. There were no changes

8.2 Disciplinary Procedure

Councillors reviewed the Disciplinary Procedure and would propose the following changes to the Full Council.

Item 9 is to be amended as follows:

The following list contains some examples of unsatisfactory work performance in situations where the employee has not responded to management instructions: The list is not exhaustive.

- inadequate application of management instructions/office procedures
- inadequate IT skills
- unsatisfactory management of staff
- unsatisfactory communication skills.

9. Website

9.1 Review of the website

Councillors were happy with the website and the content.

Action: Clerk to request information from Phelan Barker on page access numbers.

Due to some enquiries made regarding website content, it was suggested that the following paragraph be added to the website:

“Within limited part-time and volunteer resources, Tollesbury Parish Council makes best endeavours to comply with all material administrative requirements. Where there is no apparent material impact on day-to-day services for the public, and it would be a disproportionate burden to comply in full, action is deferred.”

Action: Proposal to be made to the Full Council to include the paragraph on the website.

9.2 Website Policy

The Committee felt it was important to have a Website Policy. The Committee used the template from Hazlemere Parish Council (February 2020) to produce a Website Policy for Tollesbury Parish Council.

The Website Policy is to be presented to the Full Council for adoption.

10. Next Meeting and Future Agenda Items

Next meeting Wednesday 7th December 2022 – 7.30 pm

Next Meeting

2022/23 – Budget review

2023/24 - Precept

Future Agenda Items

Risk Management Document – March 2023

Asset Register – March 2023

The meeting closed at 9.00 pm.

Signed.....

Date:.....