

MELBOURN PARISH COUNCIL MINUTES

Minutes of the Finance and General Purposes Committee held on Monday 11 April 2016 at the upstairs room of Melbourn Community Hub commencing at 7.15pm.

Present: Cllrs. Tulloch (Chair), M.Townsend (Vice-Chair), R. Gatward, K.Crosby, I Bloomfield, M.Linnette, C.Stead, S Parton, M Sherwen, J Regan

In attendance: The Clerk and

F&GP38/15 Apologies for absence:

Cllr Norman for personal reasons and Cllr Hales for work commitments

F&GP39/15 Declarations of Pecuniary and Non-Pecuniary Interests:

There were no declarations of interests.

F&GP40/15 Minutes of the meeting held on 4th January 2016:

IT WAS PROPOSED BY CLLR STEAD AND SECONDED BY CLLR BLOOMFIELD AND AGREED THAT THE MINUTES OF 4TH JANUARY 2016 BE ACCEPTED AS A TRUE RECORD OF THE MEETING.

F&GP41/15 Report on the last meeting 4TH January 2015

4/1/16 F&G31/15:

F&G24/15 The Clerk confirmed the Grant Policy Poster had been published in The Hub, Melbourn Parish Council Website and Noticeboard. Cllr Norman asked if copies could be placed more widely around the village. The Clerk to post the notice in the Coop, Post Office and other facilities within the village. **The Clerk - Poster has been circulated around the village.**

F&G26/15: The Clerk has sent the latest Asset Register to all councillors asking for any input they can give. This will be discussed and finalised at Full Parish Council at the end of January 2016. **The Clerk. The Clerk as sent out the list and will go on the agenda for Full Parish Council January.**

The Clerk confirmed the Asset Register is ongoing. The Hub items need to be fully itemised. The Clerk will investigate using Edge IT Systems Asset Package. This is the same system as The Parish Council's finance package. **ACTION: THE CLERK**

4/1/16 F&GP32/15

The Clerk presented the report of income and expenditure since April 2015 to 4 January 2016.(Appendix A)

Cllr Hales raised the issue about the Ranger claiming private mileage when there is a Parish Council van. The bookkeeper confirmed this is due to the Ranger buying and running errands whilst using his own vehicle and in his own time. The question was also raised why the Ranger is being paid 0.70p per mile instead of 0.45.(page 15 of 20 from expenditure transactions). The Clerk to look into this and confirm the wording in his contract. It was agreed that as the Ranger has access to the Parish Van and fuel is paid by the council, no private mileage should be claimed. **The Clerk. The Clerk has informed The Ranger to use the van as much as possible, as mileage will only be paid at the lower rate if claimed. The reason for claiming mileage is if the Ranger is asked to unlock the cemetery gate on his non-working days.**

Cllr Hales also raised the issue about have P11D's. The bookkeeper confirmed there has been no P11D's completed within the last two years. P11D's should be completed on annual basis when you are seen to be reclaiming mileage. **Action Bookkeeper and Clerk to investigate and report back to council The Clerk & Bookkeeper.**

Upon thorough inspection of the historic payroll information and a subsequent conversation with HMRC, I am pleased to confirm that we have no requirement to retrospectively submit any P11D forms.

This is due to the fact that even the higher rate mileage claimed on top of the annual salary still falls below the £8,500.00pa threshold set by Government.

I hope this will satisfy the Council that all obligations have been adhered to. Michelle Cooper

4/1/16 F&GP33/15

ACTION: THE CLERK, CHAIRMAN AND BOOKKEEPER TO UPDATE THE SPREADSHEET AND DISTRIBUTE. THE CLERK TO ARRANGE AN EXTRAORDINARY F&G MEETING TO AGREE THE AMENDED DOCUMENTATION AND AGREE THE PRECEPT FOR 2016/2017.

The Clerk/Bookkeeper and Chairman

The Clerk arranged an Extraordinary F&G meeting for Monday 18th January 2017. The updated spreadsheet has been circulated to councillors.

4/1/16 F&G36/15

- (a) An email from a resident living near to the car park was discussed. Is it possible for baffles to be placed on the new lighting to reduce the brightness into their home? Sweett Group is looking into this and The Clerk will report back to the resident.

The Clerk has emailed the resident. MPC have asked for a quote for two extra baffles for the lights. Once received and approved an order will be placed.

F&GP42/15 To receive a report on Income and Expenditure:

The Clerk confirmed the financial information was not available at this time and proposed the Financial Report be deferred until the next meeting. This was carried by all.

IT WAS PROPOSED BY CLLR LINETTE AND SECONDED BY CLLR REGAN THE FINANCIAL REPORT BE DEFERRED UNTIL THE NEXT MEETING. THIS WAS CARRIED BY ALL.

F&GP43/15 To discuss Staffing Matters

Due to high volume of work The Clerk advised the Council that the Parish Clerk from Litlington will support her with specific office duties as and when required.

The Rangers and Litter pickers Job Descriptions will be discussed at the next meeting.

F&GP44/15 Approve Grounds Maintenance Contract:

The following 3 tenders were sent out to:

- Herts & Cambs Grounds Maintenance
- MudRock
- Flora-Tec

Herts & Cambs Grounds Maintenance and MudRock returned their completed contract by 31st March 2016.

The committee discussed the two contracts. The Council agreed both quotes were reasonably priced however, it was felt that Herts & Cambs Grounds Maintenance had done an excellent job stepping in when our last Grounds Maintenance Contractor could not continue with their contract. H&CGM have done an excellent job and are very proactive and their work has been satisfactory.

IT WAS PROPOSED BY CLLR CROSBY AND SECONDED BY CLLR REGAN THAT HERTS & CAMBS GROUND MAINTENANCE LTD CONTRACT BE ACCEPTED. THIS WAS CARRIED BY ALL. ACTION: CLERK TO SEND LETTERS TO BOTH H&CGM AND MUDROCK

F&G45/15 Correspondence

- (b) There was nothing to report.

F&GP46/15 To accept notices and matters for the next agenda.

- (a) Job Descriptions Ranger and Litter Picker
- (b) Report on income and expenditure
- (c) F&G Terms of Reference