



**Minutes of the Meeting of the
Finance Committee held on
Monday 9th September 2019 at 7:30pm in West Hoathly Village Hall**

Members

Ken Allfree

Jenny Edwards *

Kevin Gould (Chairman)

Anne Halligey

Douglas Denham St Pinnock (Vice
Chairman)**Also Present:**

Helen Schofield (Clerk)

* denotes absence

128) To receive apologies for absence

There were none. Jenny Edwards was absent.

129) To receive declarations of interest from Councillors in respect of any matter on the Agenda

There were none.

130) To approve the minutes of the Meeting of the Finance Committee held on 15th April 2019 ([Document Reference 1911](#)) and 20th May 2019 ([Document Reference 1918](#))

The minutes were APPROVED and the Chairman signed them as a true record.

131) To monitor year to date [expenditure against budget](#)

Expenditure to the end of August (5 months) was reviewed.

It was AGREED to allocate the budget for Employer Pension and NI contributions to a single budget code.

The budget items were reviewed and were mainly on target and for necessary running costs. The major items not yet spent were £1,500 allocated to fencing alongside The Hollow and the Allotments and £800 allocated to support Highways maintenance.

The Asset & Highways Committee will review the expenditure against budget at their upcoming meeting. It was noted that the budget for tree work was already committed and there was still further tree work that needed to be done when funds allowed.

132) In the light of known increases in expenditure to review the budget and, if necessary, recommend re-allocating budgets as allowed for under Financial Regulations

Following the unanimous decision by the Parish Council to increase the hourly rate for the clerk (from 1st August) the committee reviewed the options for covering the extra costs for the year ending 31st March 2020.

There were no budget lines with major expenditure that could be re-allocated and it was agreed the recommendation to full Council would be to absorb any extra cost for the current year from General Reserves. The increase (and a commensurate allocation to Reserves) would need to be budgeted for during the coming year.

133) To consider the future role and associated costs of the Clerk and RFO

One of the priorities set for the current Council Term was to consider succession planning for the role of Clerk and Responsible Finance Officer (RFO).

The committee 3 different models, a single person carrying out both roles, a Clerk with a separate RFO, and a Clerk and Assistant Clerk.

The committee would recommend to full Council that it considered a future model where an Assistant Clerk was recruited who could, if not suitably qualified, undertake training to achieve the appropriate qualification prior to taking on the role of Clerk potentially with a separate RFO.

It was AGREED that this be considered more fully in terms of hours and salaries so any additional costs could be included in the budget cycle from 2020.

The clerk left the room

The committee AGREED that the Clerk's salary would be kept under review alongside the recommendation, in principle, to seek to recruit an Assistant Clerk in the future.

Date of next meeting 2nd December 2019

There being no further business the meeting closed at: 20:35

Chairman-----