

**Minutes of the HR and Finance Committee Meeting held on Monday 6 January 2020 in the Town Council Office, Village Hall, Durrington SP4 8AD**

**Attendance**

Cllr S Rennie  
Cllr P Galan-Bamfield  
Cllr D Healing  
Cllr M Wardell  
Clerk/RFO E M Moore

**Apologies**

Cllr J Todd

**The meeting started at 18:00 hrs**

There were no members of the public present for the duration of the meeting. There were no declarations of interest from members of the council.

<b>Item</b>	<b>Comments / Recommendations</b>	<b>Action</b>
<b>Minutes of the HR and Finance Meeting held on the 21<sup>st</sup> November 2019.</b>	Members reviewed the minutes for accuracy.  There were no matters arising from the minutes.	<b>It was resolved</b> to accept the minutes as an accurate record of the meeting. Proposed by Cllr Wardell, seconded by Cllr Galan-Bamfield and all agreed.
<b>Review of financial records</b>	A random check of invoices for October, November 2019, cheques/internet/direct debits and corresponding bank statement entries was conducted. All checks were signed and dated by the Committee. Payroll, HMRC and Pension Contributions were also checked. [Invoices for December 2019 could not be checked as the bank statement for that month had yet to be received].	
<b>To consider budget and precept</b>	Members reviewed the budget in detail and the Clerk updated the figures to more accurately reflect estimated income and expenditure for 2020/21. Cllr Galan-Bamfield had reviewed the council's existing ground maintenance contract with Hurdcotts and advised reducing the budget line for ground maintenance (amenity areas) from £14,500 to £10,000, which was to the level agreed in the contract, and would include about £2,000 for additional ad-hoc requests. The Clerk reported that Hurdcotts had advised that	<b>Continue to monitor expenditure over income.</b>  <b>Final draft budget and Committee's recommendations to go to council for approval.</b>

they did not carry out major works to trees, and that the council should seek the services of a professional tree surgeon.

Members were satisfied with the budget albeit one member felt the precept request was too high.

In further discussion, it was noted that the council had substantial amenity areas and buildings to maintain and should keep a general reserve large enough to cover between 6 months to a year's expenses. It was recommended that the council increase the precept and set it at £170,000 for the following reasons:

- (i) The council needed to recoup money used from the general reserve **to fund unexpected projects costs during 2019/20**, and this included building repairs to the cemetery hut, Pavilion rates and the reinstatement of the Millennium Park.
- (ii) **To provide funding for several new projects during 2020-21** including installing CCTV and upgrading the lights at the Recreation Ground / Pavilion for crime prevention purposes. [The council is obliged to consider the impact of its decisions on reducing crime and disorder in the Parish].
- (iii) **To purchase new equipment to replace old** including a new lawn mower for the cemetery, a new boiler for the Pavilion, equipment for the Youth Club and two new SIDs for the community safety project.
- (iv) **To carry out essential repairs**, including reroofing of allotment shed and fixing or replacing the gate at Fargo Road Play Park.
- (v) **To contribute to CATG projects** such as new road lining and signage.
- (vi) The council was also paying back the **PWLB loan** used to fund the costs of the refurbishment of the Play Park at the Recreation Ground.

	<p>Members viewed the <b>WC Precept Calculator</b> and noted that the 2020/21 projected tax base was <b>2414.45</b>. [WC had previously confirmed by email that the tax base had increased to reflect the increase in MOD accommodation at Larkhill and for Durrington, the MOD properties included in the tax base was 540.5 band D equivalents].</p> <p>Setting the precept at £170,000 meant that the band D property would be £70.41; an <b>increase of £11.66 on 2019/20 figures</b> (£58.75). This would lead to a projected annual profit of <b>£11,280</b> on the budgeted figures for income and expenditure for 2020/21, recouping some of the extra costs/losses sustained in 2018, 2019 and 2020.</p>	
<b>Hire of part-time Facilities Manager</b>	Cllr Rennie needed to put together a list of duties for the FM and the Clerk offered to help with the list.	
<b>Clerk's feedback on work to date</b>	The Clerk tabled an invoice for extra hours she had worked during November and December 2019 and mileage expenses for extra meetings she had attended.	<b>Clerk's overtime and expenses claim to go to full council for approval.</b>
<b>To set a date for staff appraisals</b>	It was agreed that the HR and Finance Committee members would carry out staff appraisals.	
<b>Date of next meeting</b>	This was set for 2pm on Tuesday 24 March 2020 at the Town Council Office.	

**The meeting adjourned at 20:30**