



MINUTES OF FINANCE COMMITTEE MEETING 28 OCTOBER 2019

With recommendations to be put to the next full Parish Council Meeting to take place on 11 November 2019

1. PEOPLE PRESENT

Cllrs Steve Serna, Pauline O'Reilly, Margaret Lockhart, Maureen Wilson, Stephen Garrity.

Parish Clerk and Responsible Finance Officer Tracey Bellis.

Nigel Goodliffe.

2. APOLOGIES FOR ABSENCE

Cllrs Andy Canham, Lynne Williams and Martin Dickinson

3. FINANCE SPREADSHEET

It was agreed that the bank balance looked fairly healthy however consideration had to be given to the proposals to adopt the two Cheshire West & Chester (CWAC) children's play areas and the solicitor's fees incurred in relation to the Lease renewals for Elton Community Centre (ECC) and the Scout Hut.

Elton Community Centre Trustees have requested that the Parish Council pay the costs of their solicitor in relation to the Lease renewal and negotiations relating to the CIO. It was discussed and agreed that there was no reason that the Parish Council should pay these.

Recommendation: The Parish Council and ECC shall each bare their own solicitor's costs.

3. CHAIRS ALLOWANCE

The allowance currently stands at £500. The reason for having a Chair's Allowance was discussed at length, including Cheshire Association of Local Councils (ChALC) recommendation that this should be between £100-£250 per annum.

Recommendation: To reduce the Chair's Allowance to £150 per annum which would be payable in May to the Chair.

4. POTENTIAL BI-ELECTION COSTS

Following the recent resignation of Cllr Goodliffe there is the possibility that a bi-election may be called. The recharge costs by Cheshire West & Chester Council should this happen are as follows:-

Fees based on Elton Parish current Electorate (2,707)

Contested Fee – 0.85p per Elector = £2,300.95

Uncontested Fee £165 + £16 per 1000 Electors = £213.00

Recommendation: To budget for £2,300.95 should a bi-election be called.

5. STREET ORDERLIES – NATIONAL MINIMUM WAGE

Cllrs Serna and Lockhart had met with the Street Orderlies on 12 October 2019 and discussed their pay and the Local Living Wage. The Street Orderlies advised that they would like the opportunity to think about the implications should the Parish Council wish to increase their pay to the Local Living Wage.

Recommendation: To review the matter again in 3 months (January 2020) unless the Street Orderlies return with an answer sooner.

5. CLERK'S HOURLY RATE OF PAY

In June 2019 ChALC carried out a job evaluation in relation to the Clerk's pay scale which recommended that the Clerk's pay should be within the Spinal Column Points (SCP) 24-28.

Recommendation: To follow ChALC's recommendation in relation to the Clerk's hourly rate to that within SCP 24-28.

6. CLERK'S CONTRACTUAL HOURS

The Clerk's workload had increased considerably over the last 12 months and her current average working hours per week was now 12 hours. As the Parish Council are also proposing to adopt Pogo's Wood and the additional 2 CWAC children's play areas, which would add further responsibility and administration to the Clerk's role, it was agreed that the contractual weekly hours should be increased.

Recommendation: To increase the Clerk's contractual hours to a minimum of 12 hours per week and to be reviewed again following the adoption of Pogo's Wood and the 2 CWAC children's play areas.

7. ANY OTHER BUSINESS

It was agreed by those present that some of the expenditure over the last 6 months had been in relation to minor maintenance, which could have been carried out by a "handyman" rather than paying a contractor. Cllr Serna advised that one of the Street Orderlies had previously undertaken this role and it had worked very well.

Recommendation: To give consideration to employing someone for a couple of hours a week to carry out minor maintenance around the Village.

The meeting closed at 8.45pm