

Markyate Parish Council

MINUTES OF MARKYATE PARISH COUNCIL BUDGET AND FINANCE COMMITTEE HELD VIRTUALLY ON WEDNESDAY 27 JANUARY 2021 AT 7.45 PM

Present: Cllr S Pilkinton (Chairman), Cllr R Peterson, Cllr P Bunyan
Mrs J Bissmire, Clerk/Responsible Financial Officer, Mrs D Fitzsimons Financial Officer/
Halls Administrator.

It was noted this meeting was rescheduled to ensure it was quorate, noting the 17.11.20 and 15.12.20 had to be cancelled due to not being quorate,

In Attendance: 0 members of public

F01/21 APOLOGIES FOR ABSENCE

No apologies were received.

F02/21 DECLARATIONS OF INTEREST

No declarations of interest received.

F03/21 MINUTES OF THE BUDGET AND FINANCE MEETING HELD ON 19 DECEMBER 2019

RESOLVED that the minutes of the Budget and Finance Meeting held on 19 December 2019 which were a correct record and were signed by the Chairman. This was proposed by Cllr Peterson and seconded by Cllr Pilkinton.

F04/21 PUBLIC QUESTIONS

No public questions at this meeting.

F05/21 ANNUAL EXTERNAL AUDIT REPORT

To receive and accept the External Audit report from PKF Littlejohn.

The Budget & Finance Committee **RESOLVED** to accept the report for year ended 31 March 2020.

No action

F06/21 FINANCIAL REGULATIONS

The Financial Regulations were received and noted.

F07/21 BANK MANDATE FOR HSBC AND NS&I

It was **agreed**

HSBC Current Account, HSBC Savings Account.

CATEGORY 'A' – TWO SIGNATURES REQUIRED

P Bunyan, D Kao, R Peterson, S Pilkinton, P Styles.

CATEGORY 'B' – ONE SIGNATURE REQUIRED

J Bissmire / D Sells, Clerk/Responsible Financial Officers (job share), D Fitzsimons, Financial Officer/Halls Administrator.

NS&I Investment Account

P Bunyan, D Kao, R Peterson, S Pilkinton, J Bissmire, D Sells, D Fitzsimons.

Action: FO/HA

F08/21 SERVICE FOR VILLAGE CLOCK

It was agreed during this difficult climate, no service or change of mechanism to the clock can be undertaken.

No action

F09/21 GRANTS GENERAL POWER OF COMPETENCE 2021/22

RESOLVED to make the following grants:-

1. £400 Flamstead and Markyate Care Group
2. £150 Herts & Essex Air Ambulance
3. £125 Poppy Wreath

Proposed by Cllr Pilkinton and seconded by Cllr Bunyan and **RESOLVED** for the above expenditure through the General Power of Competence to be included in the 2021/22 budget.

F10/20 SUBSCRIPTIONS TO OUTSIDE BODIES

RESOLVED to continue subscribing to the following:-

- CDA for Herts £ 35.00
- HAPTC - £710.47, affiliation fee to NALC £192.55 £903.00[from April 2021]
- SLCC £227.00

After discussion, it was agreed consideration to continuing membership of HAPTC will be discussed prior to preparation of the next budget and this will also be discussed by the Parish Council on 2 March 2021.

Action: Clerk/FO/HA

F11/21 REVIEW OF PARISH COUNCIL STAFF

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2020-2021 to be implanted from 1 April 2020. UNISON and GMB both voted to accept whilst Unite voted to reject. However, in line with the Constitution of the NJC, Unite accepts the collective majority decision of the other unions that the pay award will now be implemented. The new rates for allowances, up rated by 2.75 per cent. Staff Hours/Salary Scale

- The Clerk/RFO [job share] at 15 hours per week, NALC & SLCC salary scale SCP25
- The Clerk/RFO [job share] at 12 hours per week, NALC & SLCC salary scale SCP27
- The Financial Office/Halls Administrator NALC & SLCC salary scale SCP12

The hourly rate of Caretakers/Cleaners was confirmed plus openings and closings.

CILCA

It was agreed hours owing from work on this qualification should be offered as time in lieu.

Annual Leave. The NJC has also agreed from 1 April 2020, minimum annual leave will increase from 21 to 22 days for employees with less than five years' service.

It was noted the following added to Contracts of Employment;

Annual Leave. 7.2. The minimum paid annual leave entitlement is 22 days with a further 3 days after five years of continuous service. The entitlement as expressed applies to 5 day working patterns. For alternative working patterns an equivalent leave entitlement should be calculated.

Also agreed in line with Government guidelines, staff may carry over two week's annual leave during the Covid-19 period only.

Action: Clerk/RFO

Furlough

Both Caretakers were on full time furlough which ended on the 30 June 2020 and from 1 July 2020 both were part time furloughed for a short time until hirers returned to the Halls.

Both Caretakers signed an agreement on 31 March 2020 to the variation in their Contract of Employment and this still applies and will do so until we receive notification the Government has reviewed the furlough scheme.

As we were in a further lock down from 5 November 2020 to the 1 December 2020, both Caretakers were again furloughed for this period, which was subject to further announcements by the Government at the end of November.

The furlough scheme paid 80%, which decreased to 70% then 60% of staff salaries.

The Parish Council continue to top up the salaries of part time furloughed staff plus NI and pension.

From Monday 7 December 2020, the Village & Y2K Hall have re-opened and hirers will return at their own discretion. Some hirers have made the decision to return in the New Year and some earlier.

For this reason Caretakers were put on part time / flexible furlough which can cease as and when more hirers return.

Action: Clerk/RFO

F12/21 Y2K/VILLAGE HALL DEFICIT

The following was **agreed**:

1. Commercial rental per square footage for the use of the Parish Office will be £8620.00 per annum to be reviewed annually.
2. Heating to be regulated.

Action: FO/HA

F13/21 ALEY GREEN CEMETERY COMMITTEE PRECEPT

Noted, the Aley Green Cemetery Committee Precept for Markyate PC for 2021/22 is set at £2,630.

Action: FO/HA

F14/21 INSPECTION REPORT/RISK ASSESSMENTS FOR VILLAGE GREEN PLAY AREA/SKATE RAMP/OUTSIDE GYM

The three Annual Inspections and Risks Assessments were received, noted and the following agreed:

1. The signage will be prepared in house.
2. Risk Assessments to be completed and signed.
3. The Air Walker to be taken down.
4. The report noted some items had been installed in the wrong place.
5. DBC to be contacted for advice.

Action: Clerk/RFO

F15/21 VIRTUAL MEETING POLICY

The Virtual Meeting Policy was reviewed and it was **RESOLVED** to accept.

Action: Clerk/RFO

F16/21 CRICKET CLUB

It was noted the Cricket Club has been closed yet again due to Covid-19 and it was **agreed** to support this facility for the village, to offer three months' rent free payments for 2021/22.

It was proposed by Cllr Bunyan and seconded by Cllr Peterson.

Action: Clerk/RFO

F17/21 DRAFT ESTIMATE OF EXPENDITURE FOR 2021/2022

The Draft Estimate of Expenditure for 2021/2022 was circulated to all members. Some amendments were made to the draft.

The draft budget will be presented to the Parish Council for approval on 2 February 2021 prior to submitting to DBC.

Action: Clerk/FO/HA

F18/21 PUBLIC BODIES (ADMISSIONS TO MEETINGS) ACT 1960

It was **RESOLVED** that under S 4 (A) of the Public Bodies (Admissions to Meetings) Act 1960 the Press and Public be excluded during the items in Part II of the agenda for this meeting, because it is likely that publicity would prejudice the public interest by reason of the confidential nature of the business or for other special reasons stated in the resolution, arising from the nature of the business or proceedings.

Five quotations were requested but only one received for grass cutting in Peggy's Field and cemetery.

It was **RESOLVED** to accept the quotation from Village Garden Services as follows:-

1) **Peggy's Field and Play area (Village Green)**

- To Cut all grassed areas
- To apply weed killer as needed
- To empty bins
- 16 cuts from 01.03.19 @ £115.70 + VAT

2) **Markyate Cemetery**

- To Cut all grassed areas
- To apply weed killer as needed
- To empty bins
- 16 cuts from 01.03.19 @ £98.50 + VAT

Hedge Cut

- £177.00 plus VAT x 2 per annum

Action: Clerk/RFO

There being no further business the meeting closed at 9.37pm

SIGNED: _____ **DATED:** _____