

**Llanbadoc Community Council Procedural and Financial meeting held on Tuesday 16<sup>th</sup> January 2018, 6pm at County Hall in Usk**

**Present:** Cllr. Hilary Jones, Cllr. Peter Sutherland, Cllr. John Wright, Cllr. Jenny Carpenter, Cllr. James Lawrence, Cllr. Ed Winter, Cllr. Jo Storey

**Apologies:** Cllr. Peter Clarke

Clerks job description, Clerk Contract and Clerks pay, annual leave and sickness leave (were discussed without the clerk present)

Councillors were given copies of the job description and contract for the clerk.

These were reviewed and accepted with a note made that this will need to be updated come the first of April 2018.

Councillors agreed that there should be an annual review and this documented.

Pay Scales from NALC were given to councillors and they agreed that the clerk should move up one point on the scale.

i.e.

Scale 24 at £11.41 per hour £6024.48 per annum

Councillors agreed that a quarterly meeting be held with the clerk in order for both sides to discuss any problems and ways in which to manage them.

These sessions would be with the chair and another councillor.

Councillors discussed hours but agreed that they remain at 44 per month. The reason being that this year's administration cost are nearly 60% of the budget. Olivia is keeping a log of the hours she works and what that work is. To be reviewed as and when necessary.

Annual Leave and Sick pay were discussed. It was agreed by all that annual leave should be taken and with the new lap top and email accounts, a councillor could take over for that time. If Olivia has time in which she is not working a generic "Out of the Office" response can be put on emails etc

MON CC are not able to provide payroll services for a reasonable cost this year, so we will need to find alternative arrangements. Olivia has this in hand, but we are still awaiting full costs.

All that I have spoken to will require a direct debit for payroll payment. A bank account will need to be set up ASAP.

The Lap Top was discussed and we took advice from Ed.. Olivia was given full approval to purchase a new lap top at no more than £400.

Ed kindly offered to donate a Hard Drive, if the hard drive Olivia is currently using is her own and not council's.

At this point Olivia (the clerk) joined us and the budget was discussed

**2018/2019 Budget** - The Chair thanked the Finance Committee and the clerk for help with Budget setting.

The chair provided paper copy report to each councillor of the Income and Expenditure for 2017/18, Actual spending in 2017/2018 and Proposed budget for 2018/19 (including the difference). Each budget heading was individually discussed.

- a. Audit Internal and External – £400 – agreed
  - b. Insurance – £320 – agreed
  - c. Registration with ICO - £40 – agreed
  - d. Clerk salary - £6500 – agreed
  - e. Office Expenses - £1064.99 – agreed
  - f. Website - £215 – agreed
  - g. Noticeboards - £100 – agreed
  - h. Chairman’s Expenses – £300 – agreed
  - i. Councillor Remuneration – proposed £100 each councillor – not agreed. £0 Agreed by vote
  - j. OVW Membership - £110 agreed
  - k. OVW Training - £400 agreed
  - l. Professional Fees - £0 agreed
  - m. Grass Cutting - £1017.26 agreed
  - n. Solicitors fees - £0 agreed
  - o. Commons - £500 agreed
  - p. Dog waste collections for 2 bins - £165 agreed
  - q. Gwent wildlife Trust or Woodland Trust - £60 agreed
  - r. Open Spaces Society - £50 Proposed – not agreed. £0 agreed - not to renew membership
  - s. Monkswood Bin - £0 agreed
  - t. Bench Replacement at Llanbadoc Island - £0 agreed (will be covered in 2017/18 budget)
  - u. Community Event / Donations - £200 agreed
  - v. Newsletter £500 & walks leaflets £200 - £700 agreed
  - w. Traffic activated speed road sign - £0 agreed – See notes on reserves
  - x. Environmental improvements Monkswood (Bus shelter tiles and paint) - £50 agreed
  - y. Telephone Box - £50 agreed
  - z. Local Election costs - £0 agreed
- 
- i. 2018/19 Anticipated brought forward balance on 1<sup>st</sup> April 2018 - £16,545.37
  - ii. 2018/19 Precept Request £13,530 & 2018/2019 other income - £748.90 = £14,278.90
  - iii. 2018/19 Budget planned expenditure – £12,392.25
  - iv. 2019/20 Anticipated brought forward balance on 1<sup>st</sup> April 2019 (i. & ii – iii) £18,432.02
  - v. Justification of Reserves - iv. £2000 Earmarked Reserves for Traffic Activated Speed Sign at Monkswood, £7000 Contingency funds for running of council - Admin costs, £9,432.02 unplanned expenditure / Future resurfacing of Llanbadoc Island Car park.

**ACTION Points**

- 1. Submit Precept request to MCC **ACTION: Clerk**
- 2. Set up Budget as agreed **ACTION: Clerk**
- 3. Investigate Woodland Trust Membership **ACTION: Clerk**
- 4. Pursue MCC for Speed activated road signs in Monkswood, **ACTION: Clerk** to write to Roger Hoggins, understand that Woodside will be installed by 31<sup>st</sup> March, what are plans for linking into Monkswood? **ACTION: PS** To take up with MCC Stronger Communities
- 5. **ACTION: JW** To contact MCC for a quote for re tarmacking of Llanbadoc Island

Signature:

Date:

Page 2 | 2