

Minutes of Deeping St James Parish Council **Finance and General Purposes Committee** of **Thursday 22 March 2012 at 7.45 pm** in the Meeting Room at The Institute.

Present:- Councillors Barber, Baxter, Blessett, Gilbert, Shinkins, Stevens and Wallis (Chair) along with the Clerk, S Ashby.

30.12 To receive apologies for absence.

Apologies were received from Cllr Pelling

31.12 To receive declarations of interest, if any.

There were none

32.12 To adopt the Minutes of the previous meeting held on 13 October 2011 (enclosed)

It was proposed, seconded and agreed to adopt the minutes

33.12 To receive a report on progress in relation to matters arising not dealt with elsewhere on the agenda.

There was nothing to report.

34.12 To receive a report on the Council's Budget for 2011/12.

The budget figures as at 22/2/12 had been circulated with the agendas and showed bank balances of £66,785.52. Taking account of expected and estimated income and expenditure the balances at 31/3/2012 are expected to be @ £62,000 which is approx £15,500 higher than estimated. This can be used to support the budget for 2013/14 and beyond, allow the carry forward of monies if needed for any projects or added to reserves or land acquisition funds.

35.12 Scribe Accounts Software

It was agreed to recommend to Council:-

1. the use of Scribe Accounts Software to record the Councils Financial Information effective from 1/1/2012 (the start date of the 3 month trial) at a cost of £245.00 plus vat for a year, and,
2. CTAX Management to provide Payroll Services for a year at a cost of £122.00, and this to be reviewed after a year to ensure it was the best for the Council..

36.12 To note that the National Joint Council for Local Government Services has advised that there will be no cost of living pay rise for 2012/13.

This was noted

37.12 Annual Increments for the Clerk and Assistant To The Clerk from 1 April 2012.

It was proposed by Cllr Baxter, seconded by Cllr Shinkins and agreed to exclude press and public because of the confidential nature of the issue about to be discussed.

The Clerk gave financial details of the effect of paying the increments and advised that provision had been made for this when the budgets were set.

The Clerk left the meeting whilst the discussion took place.

It was agreed to recommend to Council that annual increments should be paid to both the Clerk and Asst to the Clerk effective from 1 April 2012.

It was also agreed that the Clerk and Cllr Wallis would review the appraisal system and process with a view to ensuring that appraisals took place in the near future.

The Clerk was also asked to investigate Quality Council status and changes under the Localism Act to report to full Council in April if possible.

38.12 Date of the next meeting 24 May 2012 7.45 pm.