

Nash Mills Parish Council Finance Meeting held on **12<sup>th</sup> September 2016** at Nash Mills Village Hall, Lower Road, Nash Mills.

**Those present:**

Chair: - Councillor Dave Jackson  
Vice-Chair of Finance: - Councillor Rosie Moubray  
Committee Members: - Councillor Lisa Bayley  
Parish Clerk – Linda Sutton

**1) Welcome, apologies for absence and declarations of interest.**

DJ welcomed everybody to the meeting. Apologies were received prior to the meeting from both TC and JM. JM had commitments with her Scout group and TC advised he would not be attending due to family illness. There were no declarations of interest.

**2) Signing of the minutes of the previous meeting.**

DJ signed the finance minutes from July 2016; councillors present agreed that it was a true record.

The Clerk will publish the approved minutes onto the parish council's website.

**LS**

**3) Review of outstanding actions list.**

The Clerk had ordered and received the dog bags. These were being stored in the rented garage. The warden would distribute accordingly.

A personnel meeting had been held in August to discuss the staff salaries and the results would be discussed under item 6.

All other actions had been completed.

**4) Monthly Statement of Accounts**

DJ explained that the budget was slightly over. He said that the reasons were due to the increase in both staff salaries and contributions made to local Residents' Associations to help fund the Queen's Birthday Celebrations project launched earlier in the year.

**5) Financial Regulations Amendments (Online Banking)**

DJ explained that the Financial Regulations (part of the internal controls) should be revised. The parish council were in the process of switching its bank accounts to online banking arrangements. The revised regulations would include the new list of signatories and the new procedure for making any monthly payments. DJ advised that a signatory from both the Finance Committee and the Full Parish Council would authorise payments on a monthly basis. If after 24 hours a councillor had failed to authorise the payments for any reason then another councillor from the signatory list would be

notified by text. It was agreed that each month the Clerk would attach a copy of Lloyd's monthly bank statement with the corresponding financial schedule. **LS**

**6) Staff Salary Review**

LB advised that the personnel committee had held a meeting in August to review the staff salaries. She explained that LG, Chair of Personnel had contacted HAPTC and JM had contacted DBC prior to the personnel meeting for advice on what sort of rate of pay the roles warranted.

Carina Helmn, HAPTC had suggested that the Clerk should complete a salary assessment form for her to review. Once the committee had received feedback from Carina they recommended that the rate for the Clerk should be increased to point 32 on the NALC pay scale 2016/17, subject to the finance committee agreeing with their recommendations. They also agreed that the Clerk should be awarded an annual 'fringe benefit' amount on a pro rata basis.

It was also recommended by the personnel committee that the Parish Warden should be awarded an extra 25 pence per hour in addition to his current rate, again subject to the finance committee agreeing with their recommendations. All salary increases would be back dated to April.

The finance committee agreed with the personnel committees recommendations and deferred the item to the full council meeting in order for the salary amounts to be ratified.

**7) Funding Request for Tree Works within Nash Mills**

LB reported that Luke Johnson, DBC was due to conduct a safety survey on trees within Nash Mills in the near future, once the nesting season had ended. LB explained to the committee that several years ago DBC had agreed to help fund some tree works once the chalk mines works had been concluded. DJ queried whether funding tree works in Highbarns would be for the good of the remainder of residents in Nash Mills.

It was agreed by councillors present that this would be discussed at the full council meeting.

**8) Ad Hoc Dog Bin Collection within Nash Mills. (Quote from DBC)**

The Clerk had contacted Louise Ablitt, Dog Warden, DBC, earlier on in the month regarding the issue of the overflowing dog bin located in Bunkers Park. Dacorum Borough Council pay £2.10 plus VAT to have each dog bin emptied twice a month. Councillors agreed to monitor the situation for the time being. It was suggested that the warden take a photograph of the dog bin throughout the month. DJ advised that another dog bin near the canal was in a similar state each week.

**9) Bench for Chalk Mines – (Quotes).**

The finance committee agreed that the parish council should purchase a robust bench in keeping with other street furniture in Nash Mills. LS had previously sourced three independent quotes which had been circulated to all. The committee agreed to take their recommendations to full council.

**10) Items for discussion at the next meeting**

No items were raised.

**11) Time meeting closed and date of next meeting.**

The next Finance meeting will be held on Monday **10<sup>th</sup> October** 2016.

DJ closed the meeting at 7.52pm and thanked councillors present for attending.

.....  
Signature of Chair

.....  
12/9/2016