

**Minutes of a Meeting of Doddinghurst Parish Council Finance and Resource Committee held on Wednesday 22<sup>nd</sup> November 2017 @ 20.00, Parish Room, Church Lane, Doddinghurst.**

**Present:** Cllrs. Mrs Dicker (Chairman), A Farrow, G Smith, Julia Le Page, M R Capon, D Powell.

1. **Apologies for absence.** Full attendance.
2. **Declaration of Interests relating to items on the agenda.** No interests declared.
3. **Resolved:** Approved, minutes of the meeting held on 17<sup>th</sup> May 2017.
4. **Information: Update on actions since last meeting.**

End of year and Audit processes completed.	Second W10 laptop procured
2017/18 Risk assessments completed	New website established on essexinfo.net
5. **Information: 2017/8 budget review and forecast to the end of March 2019.including assumptions about 2018/19 and planned projects. Precept analysis for 2018/19.** The Council reviewed the forecast outturn and budget assumptions for the remainder of 2017/18 and 2018/19. The allocation of funds for future Burial Ground maintenance, future Play Area equipment replacement and Contingency Funds were noted. The position on the withholding of LCTS grant by Brentwood Borough Council was discussed and the likely loss of discretionary grant from Brentwood Borough Council in 2018/19 was taken into account. The current precept is £66,320 and the loss of LCTS grant is estimated at £3500.
6. **Information and Resolution(s):** The Clerk gave the Chairman his letter of Resignation as Clerk & RFO with effect from the end of March 2018. The Chairman read the letter to the committee. **Replacement Clerk from 1<sup>st</sup> April 2018.** It was agreed that a 3 person interview team would be appointed with the power to select a candidate. **Model contract of employment, Pension rights, Person specification, Job Description, Pay Scale and Annual leave entitlement, Contract duration.** These were agreed with some amendments to the documentation. The Council must have a Clerk by law so no termination date was set. **Noted:** The Current Clerks Gratuity calculation/ payment due in April 2018. **The appointment of a Responsible Financial Officer from 1st April 2018** is deferred until the full council meeting in March 2018.
7. **Resolved:** Agreed the budget for 2018/19 and 2018/19 precept recommendation to go to Full Council in January 2018 as £69,820 (£60.02 a year for a Band D property based on a Tax Base of 1163.20).
8. **Information and Resolution(s):** Governance and Document Control including the Parish Council website. Noted that there was a need to update most of the existing governance documentation and to apply an overall document control system which would include the documentation published on the new website
9. **Any Other Urgent Business** strictly for information only.

**The meeting was closed at 22.15**

Signed:.....Deborah Dicker (Chairman)

Dated: 16<sup>th</sup> May 2018