Great Locality
Proud Community

Minutes of the meeting of the Finance and Planning Committee held on 1st December 2010 at 7:30pm in the Parish Office, Neath Hill Local Centre.

Present: Cllr Stabler (Chair), Cllr Markley, Cllr Macaulay, Cllr Tripp, Cllr Pickhaver Cllr Yeates, Cllr Munangati, Cllr Teesdale.

1. **Apologises from –** Cllr McMillan (unavailable)and Cllr Wallis(unavailable) were accepted
2. **Declaration of member's interests** - Cllr Macaulay declared an interest relating to planning application at 47 High Street.
3. **Minutes of the meeting held on the 9 November 2010** were agreed as a true record; this was proposed by Cllr Tripp, seconded by Cllr Markley and all agreed.
4. **Public Question Time** – none
5. **Matters Arising** – for information only
6. **Precept Presentation** – information about the precept calculation as provided by Cllr Stabler
7. **Budgets** – the overall parish council budget summary was presented to the committee. The detailed F&P budget was discussed. The proposed Parish Budget is £15k more than its current income. This following comments were proposed:
    a. A copy writer would not be employed; this means Cllr input is essential. A list of topics and a timetable for completion are required. (reduced budget by £1k) *Cllr Stabler*
    b. Website development –this is a long term objective and will not be pursued in this financial year (reduce budget by £600)

    Items a and b were proposed by Cllr Stabler, seconded by Cllr Markley and all agree

    c. Parish Online would be reviewed at the parishes assembly and comments reported back in time for the budget meeting on 13th December
    d. An Energy Audit was viewed as a beneficial activity to undertaken, however the comment was made that this could incur other capital costs. Cllr Stabler proposed this action be undertaken, it was seconded by Cllr Teesdale and all agreed.
    e. Cllr Markley suggested that the resources and experts from within the community should be sourced to assist in some of these projects.
8. **Communications Group**
    a. News & Views Issue 26 – Cllr Teesdale would prefer to do Willen as this is his ward.
    b. Cllr Markley proposed the increase to the delivery cost by £25 , this was seconded by Cllr Teesdale and all agreed
    c. PM requested that the dates for the 2011/12 production schedule be agreed as soon as possible.
9. **Members & Staffing Group –** *update and proposals additional information to be provided Cllr McMilla**n***
    a. Agree the proposals for the staff pay awards for 2011/2012

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b. Agree the proposal to create a permanent second admin position. Hours to be 15 per week, scale point 14 to 16. Start date to be 4th April 2011. Temporary position and hours to be maintained from1st February to 31st March, however the hourly pay from these dates will reflect the scale point 14.

c. Agree the proposal to award the Parish Manager a one point incremental award in addition to the annual incremental award. Start date to be 4th April 2011

d. Agree the proposal to increase the Parish Managers contracted hours from 26 to 28 a week. Start date to be 4th April 2011

The points a to d were proposed by Cllr Stabler, second by Cllr Macaulay and all agreed.

e. Agree to the inclusion of compassionate leave within the staff terms and conditions, as documented, this was proposed by Cllr Teesdale, seconded by Cllr Yeates and all agreed.

f. To agree the Terms of Reference, structure and name of the members and staffing group as follows

   i. It is a working group feeding into Finance and Planning
   ii. Role of this group should include: the training and development of members and employees; human resource policies & practice, office management and associated strategic development.
   iii. It would not cover general governance issues unless they link to b above
   iv. Name of this group is proposed as **Management and Strategy Group** its focus is "how we manage the office , human resources, operational and strategic processes and the training, education and development of all involved in the parish council "

This was proposed by Cllr Pickhaver, seconded by Cllr Macaulay and agreed by all.

g. The meeting dates of the Members and Staffing group for 2011/12 are to be agreed in the new year

h. Issue of pensions to be deferred to the Full Council meeting on 13th as it impacts on budgets.

10. **Planning**

a. Updates provided in report format by Cllr Stabler.

b. Planning Application

   i. Tree Preservation Order Land adjacent to Wolverton Road No Comment

   ii. 10/02323/FUL 3 Longcross, Pennylands Comment, the expanse of brickwork will have an impact on the streetscape, however the revised application is an improvement from the first application.

   iii. 10/02347/FUL 4 Wavell Court, Bolbeck Park No Comment

   ~~iv.~~ 10/02386/FUL 47 High Street, Great Linford Objection as this single storey front extension needs to be sympathetic with other properties

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which have tiled verandas glazed roofing is not considered to be in keeping with the vernacular.

v. 10/02419/FUL 20 Abraham Close, Willen Park Deferred as no plans were received

11. **Financial -** none
12. **Items for future discussions -** Councillors opportunity to inform the F&P meeting of any information or a matter they wish to be put on the agenda for the next meeting.
13. **Date of the next meeting** was agreed as the 11th January, this will be combined with Recreation and Environment meeting and will start at 7pm
14. Meeting closed at 9:10pm.

Chair _____ **Date** _____

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