

**5. To consider and approve Policy Matters:**

The Clerk circulated the minutes of the Finance & Resources (ADVISORY) Committee Meeting which had taken place on Wednesday 12 November 2014 at 7.30pm for Councillors to read. The Chair read out the main points of the minutes and the Vice Chair made the following recommendations and proposal:

5c Financial RegulationsRecommendation

The (F&R C) considered amendments to the Council's Financial Regulations. Values were agreed and inserted where these were previously absent, e.g. The threshold for proposed spending which triggers the need for tenders to be sought. The (F&R C) recommends, to the full Council, the adoption of the revised financial regulations.

Proposal:

The Council accepts the recommendation of the F&R C and adopts the revised financial regulations. Proposed KW; 2nd RM, unanimous.

5a Standing Orders**5b Code of Conduct****5d Health & Safety Code of Practice****5e Meeting Rules & Etiquette****5f Policies (revisions)****5g Risk Implementation****5h Committee Terms of Reference**

The Vice Chair read out the main points and amendments of the above policies and made the following recommendations and proposal:

Recommendation:

The Standing Orders and policies, previously adopted by the Council, have been reviewed and amended by the Chair & Vice Chair, but with only minor changes to content. Having scrutinised the revised documents the (F&R C) agreed that the revisions were necessary and improved the documents. Accordingly, the (F&R C) recommends, to the full Council, the adoption of the revised documents listed as 5a – 5h on the agenda.

Proposal:

The Council accepts the recommendation of the F&R C and adopts the revised documents: Standing Orders; Code of Conduct; Health & Safety Policy; Code of Practice; Meeting Rules & Etiquette; Policies (revisions); Risk Implementation; Committee Terms of Reference. Proposed KW; 2nd RM, unanimous.

5i To consider a new policy on levels of General Reserve (full report Doc. 1)

The Clerk circulated the Financial Reserves Policy for Councillors to read. The Chair read out the main points and referred to the following chart in the policy:

Reserves held by DPC

Existing and proposed reserves at levels consistent with the 15-16 Proposed Precept Paper and this Reserves Paper, are set out in the table below:



	DPC Reserves	Total	General	Specific	Play Area	Lychgate
	B. Fwd 12-13	4,305	1,305	3,000	3,000	0
	Additions 13-14	10,887	9,387	1,500	1,500	0
	Expended 13-14	-4,358	0	-4,358	-4,358	0
	B. Fwd 13-14	10,834	10,692	142	142	0
	Additions 14-15	2,546	46	2,500	2,500	0
	Expended 14-15	0	0	0	0	0
Forecast	B. Fwd 14-15	13,380	10,738	2,642	2,642	0
Proposed	Additions 15-16	6,780	2,280	4,500	2,500	2,000
Proposed	Expended 15-16	0	0	0	0	0
Proposed	C. Fwd 15-16	20,160	13,018	7,142	5,142	2,000

The Vice Chair informed Councillors of the following information:

The Governance & Accountability for Local Councils Practitioners Guide 2010 stipulates: 2.26 ... *reasonable working capital needs or for specifically earmarked purposes, whenever council's year-end general reserve is significantly higher than the annual precept, an explanation should be provided to the auditor. Earmarked reserves, which are set aside for special projects, should be realistic and approved by the council. It is generally accepted that general (i.e. un-earmarked) revenue reserves usually lie within the range of *three to twelve months of gross expenditure. However, the amount of general reserve should be risk assessed and approved by the Council.*

The Chair and Vice Chair advised reserves would equate to around 4.5 months of gross expenditure at the lower end of the recommended levels.

Recommendation:

The (F&R C) considered a new "Policy on Reserves." DPC is required to maintain adequate financial reserves to meet the needs of the organisation. The policy, which complies with a number of authoritative guidance documents, sets out how the Council will determine and review the level of general fund reserves. The Council needs earmarked reserves to meet foreseeable costs, over the longer term. General reserves are needed to fund new initiatives, innovations and opportunities (E.g. for matched funding) and to provide for contingencies. Recognising the impact of the policy on the budget and on the precept, the (F&R C) recommends, to the full Council, the adoption of the Policy on Reserves.

Proposal:

The Council accepts the recommendation of the F&R C and adopts the Policy on Reserves. Proposed RM; 2nd KW, unanimous.

6. Finance

6a. Receive a report by the RFO (Annex A, previously circulated)

The Clerk updated Councillors on the Council's financial position.

6b. Approve cheques (Annex A, previously circulated)

The Clerk referred to the cheque list for approval.

Proposal: To approve cheques. Proposed KW; 2nd RK, unanimous.

6c. Paper tabled as item 7.

7. To consider and approve Finance matters for 2015-16 (full report Doc. 2)

7a. Draft Budget for 2015-16

The Vice Chair summarised the draft budget and explained to Councillors the need for adequate general reserves and the implications for the Council if measures were not put in place. Once the baseline reserves have been built up, the budget will not have to increase each year.

The Chair referred to the Summary Budget Proposal (see chart below) and the impact of the increase. The proposed precept of £34,250 equates to an average £45.67 per household (£0.88 per week), and an annual increase of £10.94 (just 21p per week).

Signed: _____ (Chair)

Date: _____



		BUDGET	BUDGET
		14-15	15-16
		£	£
Precept			
2013-14 Actual		20,000	23,000
Increase to maintain Status Quo		3,000	2,750
New Strategies		2,000	2,000
Reserves		0	6,500
2014-15 Proposed		25,000	34,250
# of Households (estimate)		720	750
£ per Year		£34.72	£45.67
£ per Week		£0.67	£0.88
# of Residents (estimate)		1,714	1,774
£ per Year		£14.59	£19.31
£ per Week		£0.28	£0.37
Impact of increase			
Baseline			
Current			£34.72
Proposed (as above)			£45.67
Increases			
Per Household per Year			£10.94
Per Household per Week			£0.21
Per Resident per Year			£4.63
Per Resident per Week			£0.09

7b. Precept for 2015-16

Recommendation:

The (F&R C) considered the draft budget and the proposed precept for 2015/16. Reserves in line with advice from advisory bodies are included as per the Policy on Reserves. These figures were carefully examined by the Committee.

The (F&R C) recommends, to the full Council, the adoption of the draft budget and the proposed precept for 2015/16.

Proposal:

The Council accepts the recommendation of the F&R C and adopts the draft budget of £34,250 and the proposed precept for 2015/16. Proposed KW; 2nd RK, unanimous.

8. To receive reports (if present) from:

8a. Police

Not present and no report received.

8b. Others

None.

9. Planning Committee Report (full report Doc. 3)

Councillor Weston reported the committee had not met since the last full Council meeting. Main points:

9a Three new planning applications:

1. The Old Stables Plum Tree Barn Fen Lane Ditchingham

Proposal: New Air Source Heat Pump.

2. 2 Station Road Ditchingham

Proposal: External wall insulation to ground and first floor to be plastered and rendered, terracotta colour.

3. 11 Scudamore Place

Proposal internal changes and rear elevation change a door to a window and a window to a door.

All deemed non-contentious and recommended, by the Chair (on behalf of the Committee), for approval.

9b Four Decisions:

1. 2 Crossways Cottage, Bakers Lane application to replace existing single storey extension with two storey extension APPROVED.

2. Wood Yard, Norwich Road application to build new single storey workshop/storage building APPROVED.

3. Emmaus Norwich Discharge of conditions re car park layout and drainage APPROVED.

4. Tindall Hall Proposed new agricultural building – Planning Permission required

10. To receive tabled internal reports (if required) from Advisory and

Signed: _____ (Chair)

Date: _____



Decision Committees

10a Planning & Highways

Councillor Weston read out his report (full report Doc. 3) main points:

- **B1332** - At least two further road traffic accidents on the stretch of road between Froggs Hall and the bottom of Hollow Hill.
 - **Phone box** – now repaired, but needs painting.
 - **Agnes Hood Terrace and 25-39 Hollow Hill Road** – SNDC new name plates will be issued.
 - **Japanese Knotweed** – sprayed and dying back.
 - **Station Road** affected by flooding with water and effluent on Wednesday 24th September & Monday 13th October.
 - **Tunneys Lane speed limit changes** - NCC Highways will not consider changing the speed limits.
 - **Richard Bacon MP** has begun a campaign to add to the Localism Act 201; 'Community Right to Reduce Speed' and is asking PC's for support.
- Councillors were unanimous in their support.** KW to write and confirm.

KW

KW

Councillor Weston advised Councillors the scheme **Delivering Local Highway Improvements in Partnership with Town and Parish Councils** is open again this year, applications by 30th January 2015. This time successful applicants will be granted 50% of their project's costs. There has, in the past, been a suggestion that an alternative footway (to the existing pavement) be installed up Hollow Hill. Details of the scheme show that "trods" (a low cost form of footpath) could be funded from this fund. Councillors discussed the practicalities of the footpath and requested a feasibility study in the first instance. **Proposed RK; 2nd RM, unanimous.** KW to conduct.

PA

10b Local Development (full report Doc. 4)

Councillor Ogden read out her report main points:

- **Broadband speeds in Ditchingham** - there are now 45 people registered through the Parishioner and will continue to be advertised.
- **Community led tree scheme** - too late for this year.
- **Interactive web site for the village** - Charlotte Valori will come to the 19th January meeting to give a brief chat and answer any questions.
- **S106 Monies** – the committee is looking at further ideas for the village, the first allotment of monies is pending, PA will chase SNDC. KW wished to know how many units are occupied.
- **Yard Sale** – planned for the future.
- **Show** - possibly for Xmas 2015.

RK

10c Maintenance and Environment (full report Doc. 5)

Councillor Kirkpatrick read out his report main points:

- **Allotments** - well-used and well maintained, rents collected and 5 new allotment holders.
- **Cemetery** - The remainder of the fence and gates will be painted this week. A family who would like a bench placed at the ashes area of the cemetery.
- **The Dip** - The goal posts are well used in their new position; issues with the anchors used for the nets, to be resolved. The skate park continues to be well used and the area seems to be tidier.
- **Thwaite Road Play Area** - well used and the damaged safety surface been replaced. The roundabout is to be completely refurbished at a cost of approximately £2,000. Quotes will be sought for other items that need to be

RK

RK

RK

RK/
Clerk

Signed: _____ (Chair)

Date: _____



replaced; the platform on the mound will be the first structure to be repaired. There are concerns over the chains on the swings. KW asked for the loose rope to be removed. The Clerk has secured a person to carry out weekly inspections on the play equipment. 10d Finance & Resources (full report Doc. 6) • Policies, Standing Orders, Financial regulations (see point 5) • New Policy on Financial [levels of general] Reserves (see point 5) • Draft Budget for 2015-16 and Precept (see point 7). • Clerk's Appraisal - recently completed by the Chair and Vice Chair. They told the meeting that the Clerk had made a very good start in the role. They were certain that the right candidate had been appointed. The Clerk job role has now been formally evaluated and has as a consequence been awarded a higher scale point. From December will work 8 hours per week instead of 7. 11. To consider external reports 11a. County Councillor Somerville Not present and no report received. 11b. District Councillor Allen WAITING FOR REPORT Councillor Allen reported to Councillors. Main points: 12. Issues not decided by committees: None. 13. Correspondence None. 14. Urgent Other Business • Councillors reported floods outside the Old Police House on Norwich Road. Clerk to report. • Advertise for a Bus Stop, Youth Shelter and Lych Gate Cleaner. • CM asked for a Post Box at Scudamore Place. Clerk to contact Royal Mail. • RM informed that bigger green bins can be obtained from SNDC. 15. Confirmation of meeting dates • Planning Committee Monday 15th December 2014 6:00pm (if required) • Full Council Monday 19th January 2015 7:30pm 16. Items for next agenda • Hollow Hill Footpath The meeting closed at 9.13pm	Clerk Clerk Clerk
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The following attached papers should be regarded as part of the minutes:

Annex Description

A Cheques approved/RFO Finance Report

Ref.
6a/6b

Documents – check numbers after PA's report

1. Draft DPC Financial Reserves Policy
2. Draft Precept Paper 2015-16
3. Planning & Highways Report Advisory & Decision Committee Report
4. Community and Local Development Advisory Report
5. Maintenance and Environment Advisory Committee Report
6. Finance and Resources Advisory Committee Report
7. District Councillor Allen's Report

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Signed: _____ (Chair)

Date: _____

**Annex A - Ditchingham Parish Council November 2014****Finance Report: Payments & Receipts, & Balances at bank.**

Current account cashbook balance (as reported at last meeting) **£**
14,786.27

Cheques issued since last report

Cheque			
Date	No.	Payee	Amount
15/09/2014	101312	Kevin Last Builder - Lichgate Repairs	850.00
17/11/2014	101313	Paul Austin - Litter Picker	128.02
17/11/2014	101314	Clerk's October Salary	371.34
17/11/2014	101315	Clerk's October expenses/allowance	125.62
17/11/2014	101316	Norse Maintenance -September	223.75
17/11/2014	101316	Norse Maintenance Play area - September	201.47
17/11/2014	101316	Norse Maintenance Cemetery - September	620.00
17/11/2014	101316	Norse Grounds Maintenance Six Monthly charge	512.02
17/11/2014	101317	Mrs S Fairhead	82.03
17/11/2014	101318	Mrs Cheyne	100.00
17/11/2014	101319	Came & Company Insurance	80.24
17/11/2014	101320	Norse Maintenance -October	223.79
17/11/2014	101320	Norse Maintenance Play area - October	201.44
17/11/2014	101320	Norse Maintenance Cemetery - October	619.98
17/11/2014	101321	Norfolk Parish Training Partnership - CILCA	220.00
17/11/2014	101322	CILCA Registration	150.00
17/11/2014	101323	Norfolk Parish Training Partnership- Chair's training	30.00
17/11/2014	101323	Norfolk Parish Training Partnership- Chair/Clerk training	70.00
17/11/2014	101324	Ladywell Accountancy Services	158.00
17/11/2014	101325	Paul Austin - Litter Picker	67.70
17/11/2014	101326	Clerk's November Salary	322.90
17/11/2014	101327	Clerk's November expenses/allowance	63.34
Total			5,421.64

Receipts paid in since last report

12/09/2014	Adopter Grant Payment (Recycling Centre)	300.00
24/09/2014	SNDC Precept	12500.00
03/10/2014	Allotment Rents	210.00
30/10/2014	Allotment Rents	45.00
30/10/2014	Burial - Mr CG Sharp	250.00
Total		13,305.00

Signed: _____ (Chair)

Date: _____



DITCHINGHAM PARISH COUNCIL

281

Cashbook balance

22,669.63

Last Statement Balance 3rd October 2014

26,965.00

Unpresented cheques

4590.37

Uncleared receipts

295.00

Cashbook balance (as above)

22,669.63

Business Saver Account

Balance c/f

4,508.93

Interest

0.61

Balance 29 September 2014

4,509.54

Total balance in both accounts

£ 27,179.17

Signed: _____ (Chair)

Date: _____

**Document 1****DRAFT DPC Financial Reserves Policy****Purpose**

DPC is required to maintain adequate financial reserves to meet the needs of the organisation. The purpose of this policy is to set out how the Council will determine and review the level of general fund reserves; given the pre-existing recognition of the requirement to hold specific (earmarked) reserves.

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specified minimum level of reserves that an authority should hold and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are key protocols for their establishment and use. The determination of the Council's reserves will be consistent with meeting the Council's overall aspirations: i.e.

- Maintaining and improving the quality of the Parish's amenities
- Strengthening the quality of its community
- Highway matters, particularly B1332
- Optimising the Council's administrative costs, assets and income from its assets

The Governance & Accountability for Local Councils Practitioners Guide 2010 stipulates: *2.26 ... reasonable working capital needs or for specifically earmarked purposes, whenever council's year-end general reserve is significantly higher than the annual precept, an explanation should be provided to the auditor. Earmarked reserves, which are set aside for special projects, should be realistic and approved by the council. It is generally accepted that general (i.e. un-earmarked) revenue reserves usually lie within the range of *three to twelve months of gross expenditure. However, the amount of general reserve should be risk assessed and approved by the Council.*

[* In 2015-16 this would be between £8,775 and £35,100. I.e. the amount to be held in reserves excluding funds earmarked for specific purposes (Play Area and Lychgate)]

Types of reserves

Reserves can be categorised as either specific (earmarked for a defined purpose), or as general (held to cushion the impact of uneven cash flows or unexpected events):

- **Specific Reserves.** As the name suggests these represent amounts which are "earmarked" for specific items of expenditure to meet known or predicted liabilities or projects. Specific Reserves are often used to "smooth" the effects of certain expenditure commitments over a period of time thereby reducing the impact of significant expenditure in any one year. "Earmarked" reserves are typically held for five main reasons:
 - **Renewals** to plan and finance an effective programme of equipment replacement and planned property repair/maintenance; and grounds maintenance. These reserves are a mechanism to smooth expenditure so that a sensible replacement programme can be achieved without the need to vary budgets. *[i.e. the Play Area reserve and Lychgate reserve].*

Signed: _____ (Chair)

Date: _____



- **Carry forward** of underspend some expenditure budgeted for projects in a given financial year cannot be spent in that year. Reserves are used as a mechanism to carry forward these resources *[possibly relevant to DPC]*
- **Trading accounts** in some instances surpluses may be retained for future investment *[currently not relevant to DPC]*
- **Insurance reserve** to meet the estimate of future claims to enable the Council to meet the excesses not covered by insurance *[possibly relevant to DPC]*
- **Other earmarked reserves** may be set up from time to time to meet known or predicted liabilities *[possibly relevant to DPC]*
- **General Revenue Balances.** This is often referred to as ‘the working balance’ and these funds may be spent or earmarked at the discretion of members, subject to approval by Council. Typically general revenue balances comprises of three elements:
 - Funds that are not earmarked for specific purposes but rather set aside to deal with unexpected events or emergencies. This “minimum working balance” needs to be regularly reviewed using a risk based assessment;
 - Funds that are held in anticipation of uneven cash flow, (for example the precept income received 6 monthly in advance and VAT reclaimed quarterly retrospectively); with the balance usually;
 - Being surpluses as a result of activities being postponed or cancelled.

Legislative and Regulatory Framework

CIPFA published guidance in 2003 in support of these matters and it is a requirement of the guidance, backed by legislation through the provisions contained in the local government Act 2003 that the Council’s Responsible Finance Officer reports to members on the robustness and plans to utilise the Council’s reserves and balances. The statement to all members should include;

- The estimated opening and closing General Revenue Balances for the year;
- The estimated addition to and withdrawal from Balances

The RFO is also required to provide a statement on the adequacy of the General Revenue Fund, reserves and provisions in relation to the forthcoming financial year and also over the medium term. In reporting generally on the reserves and balances, the RFO is also required to report on the Specific Reserves of the Council, outlining the purpose for which each is held, establishing an appropriate level of reserve and highlighting any proposed changes during the forthcoming year.

Principles to Assess the Adequacy of Balances and Reserves

In order to assess the adequacy of unallocated General Reserves when setting the budget, the RFO should take account of the strategic, operational and financial risks facing the Council. The financial risks should be assessed in the context of the Council’s overall approach to risk management. The RFO needs to ensure that the Council has put in place effective arrangements for internal audit of the control environment and systems of internal control as required by professional standards.

Setting the level of General Reserves is just one of several related decisions in the formulation of the medium term financial strategy and the budget for a particular year. Account should be taken of the key financial assumptions underpinning the budget

Signed: _____ (Chair)

Date: _____



alongside a consideration of the Council's financial management arrangements. In addition to the cash flow requirements of the Council the following factors should be considered:

Budget assumptions	Financial standing and management
The treatment of inflation and interest rates	Overall financial standing of the Council (level of borrowing, debt outstanding, collection rates etc)
Estimates of the level and timing of capital receipts	Track record in budget and financial management including the robustness of the medium term plans
The treatment of demand led pressures	Capacity to manage in-year budget pressures
The availability of other funds to deal with major contingencies and the adequacy of provisions.	Virement and end of year procedures in relation to budget under/overspends including adequacy of insurance arrangements to cover unforeseen risks.

A considerable degree of professional judgment is required. The RFO should provide advice set in the context of the Council's medium term financial plan and should not focus exclusively on short-term considerations.

Balancing the annual budget by drawing on General Reserves may be viewed as a legitimate short-term option. However, where reserves are to be deployed to finance recurrent expenditure this should be made explicit. Advice should be given on the adequacy of reserves over the lifetime of the medium term financial plan.

Governance concerning the Balances and Reserves

The policy on Balances and Reserves will be reviewed annually as part of the review of Financial Regulations (Section 18) and reported to the Council as part of the budget setting process. This will include a statement from the RFO on the adequacy of the General Reserve fund and Specific Reserves in respect of the forthcoming financial year and the Council's medium term financial plan.

The Council will have the opportunity to review the levels of Specific Reserve held in accordance with the Council's Financial Regulations and make recommendations for the creation of additional Specific Reserves as part of the Annual budgeting process. The Council will be required to identify the following when making recommendations for each reserve:

- The reason for/purpose of the reserve
- How and when the reserve can be used
- Procedures for the reserve's management and control
- A process and timescales for review of the reserve to ensure continuing relevance and adequacy

General Reserve balances will be held by the Parish to cushion the impact of uneven cash flows and the impact of unexpected, unforeseen, emergency and uninsured situation.

Signed: _____ (Chair)

Date: _____



Decisions on the level of reserve to be held will be made as part of the Annual Budgeting process and following the completion of appropriate risk assessments by the RFO.

Reserves held by DPC

Existing and proposed reserves (at levels consistent with the **15-16 Proposed Precept Paper** and this **Reserves Paper**, are set out in the table below.

	DPC Reserves	Total	General	Specific	Play Area	Lychgate
	B. Fwd 12-13	4,305	1,305	3,000	3,000	0
	Additions 13-14	10,887	9,387	1,500	1,500	0
	Expended 13-14	-4,358	0	-4,358	-4,358	0
	B. Fwd 13-14	10,834	10,692	142	142	0
	Additions 14-15	2,546	46	2,500	2,500	0
	Expended 14-15	0	0	0	0	0
Forecast	B. Fwd 14-15	13,380	10,738	2,642	2,642	0
Proposed	Additions 15-16	6,780	2,280	4,500	2,500	2,000
Proposed	Expended 15-16	0	0	0	0	0
Proposed	C. Fwd 15-16	20,160	13,018	7,142	5,142	2,000

Amendments

The process for reviewing and amending the use of reserves is contained within the Council's Standing Orders and Financial Regulations.

Signed: _____ (Chair)

Date: _____



Document 2

Draft Precept Paper 2015-16
Council Meeting 17th November 2014

Ditchingham Parish Council:		9 Months	BUDGET	F'CAST	BUDGET
Budget forecast & Precept estimate 2014-15 (15-16)		14-15	14-15	14-15	15-16
Actual		OUTTURN	BUDGET	F'CAST	BUDGET
YR Ended		9 Mths Ended	YR Ended	YR Ended	YR Ended
31/03/2014		30/09/2014	31/03/2015	31/03/2015	31/03/2016
Fin Yr 13-14		Fin Yr 14-15	Fin Yr 14-15	Fin Yr 14-15	Fin Yr 15-16
20,000	Precept	25,000	20,000	25,000	23,000
	Increase in Precept	0	3,000	0	2,750
	New Strategies	0	2,000	0	2,000
	General reserve increase	0	0	0	6,500
2,091	SN Transition monies	2,604	0	2,604	0
5	Interest	0	5	5	5
2,800	Burial fees	1,650	2,200	2,200	2,200
216	Allotments	255	275	255	275
1,159	Recreation Grounds	1,747	1,300	1,747	1,750
0	Honorarium	0	0	0	0
	Miscellaneous	0	0	0	0
598	Recycling	185	200	185	0
2,979	VAT	1,248	2,000	3,000	3,400
29,848	Income	32,689	30,980	34,996	41,880
1,305	General Reserve	10,692	11,434	10,692	10,738
3,000	Play Area	142	0	142	2,642
4,305	Reserves B/ Forward	10,834	11,434	10,834	13,380
34,153	Available Resources	43,523	42,414	45,830	55,260
2,869	General Admin	1,627	2,500	2,700	2,700
4,556	Clerks Employment Costs	3,394	5,000	6,000	6,000
	Clerks home office	221	1,000	500	500
	Section 137	0	0	0	0
500	Parishionner	0	750	750	750
100	Allotments	100	150	0	250
3,613	Burial Grounds	3,617	3,800	4,800 v	6,000
3,226	Village Tidy	2,286	3,000	3,500 v	4,000
0	Honorarium	0	0	0	0
2,168	Recreation Grounds	2,691	2,800	2,700 v	3,000
1,500	Increase Play reserve	2,500	2,500	2,500	2,500
0	New Strategies	0	2,000	2,000	2,000
0	Charge Against reserve	0	0	0	0
0	Play area maintenance	0	1,000	2,000 v	2,000
0	Bus Shelter	0	500	0	0
140	Miscellaneous	256	1,000	1,000 v	1,000
	Transfer to reserves	0	0	0	0
	Other estimated costs	0	1,000	1,000	1,000
1,788	VAT	1,575	2,000	3,000	3,400
20,460	Expenditure	18,267	29,000	32,450	35,100
13,693	Reserves C/ Forward	25,256	13,414	13,380	20,160
13,692	General Reserve			10,738	13,018
-2,858	Expended (Play Area)				
142	Play Area			2,642	5,142
	Lychgate				2,000
10,834	Reserves (as above)	0	0	10,738	13,018
904	VAT receivable (following year)	0	2,000	0	0
11,738	Total Reserves	0	2,000	10,738	13,018
2,859					
10,692	General Reserve			10,738	13,018
142	Play Area Reserve			2,642	5,142
0	Lych Gate refurbishment			0	2,000
10,834				13,380	20,160

The Finance and Resources (F&R) ADVISORY Committee including the Chairs of the Environment, Community, and Planning & Highways ADVISORY Committees, has reviewed the Council's income and expenditure forecasts for the remainder of the current year, and in the context of continuing the Council's strategy and policies recommend to Councillors

Signed: _____ (Chair)

Date: _____



the above noted budget for 2015-16; this budget being the key driver in establishing the requirements in the setting of the precept for 2015-16.

This budget should be read in the context of the following notes:

Process

- This paper builds on the process established in 2012-13 where each budget line is examined for realism and adequacy. The objective of this paper before this meeting is to determine the level of precept necessary for 2015-16 considering:
 - What level of services and amenities DPC wishes (or can afford) to deliver to the village and the community on a 'status quo' basis?
 - What new initiatives (if any) should DPC support?
 - What is the impact of this 'per household'

Income

- Currently the only sources of income that DPC can directly influence are:
 - The Precept: This will be decided through the process of this decision. It must be determined at a level adequate to 'balance the books'
 - Cemetery (Burial fees): The Council's policy is to review these fees annually in line with national levels with local adjustments.

Expenditure

- In considering expenditure there is very little opportunity for discretion. Identified below are the core cost pressures reconciling the 2014-15 forecast outturn with the recommended budget 2015-16:
 - General admin. (Insurance, Audit)
 - Village Safety & Tidy. (Play Area inspections & increased litter picking)
 - Clerk's salary. (Increased hours & scale and additional training)
 - Lychgate. (Create sinking fund)

The Finance & Resources ADVISORY committee recommend a 2015-16 budget of £35,100. To support this budget recommendation the Finance & Resources ADVISORY committee recommend that this Council determine a precept of £34,250 for the financial year 2015-16.

Notes**Play Area Reserve**

- The play area reserve was fully drawn-down in 2013-14. The Council committed in 2014-15 to fund a renewals and repairs reserve for the two locations (the Thwaite Road play area, and the Dip) at £2,500 per annum; this being the minimum figure necessary to generate an adequate reserve (on a recurring basis) for works considered likely within a 5 year time horizon.

General Reserves

- Consistent with a general acceptance that 'comfortable' levels of reserve should approximate to 6 months precept (i.e. c£13,000) it is necessary to charge a one-time levy on the precept of £6,500. Without such a levy, reserves would equate to just 3 months precept and be inadequate to allow flexibility of Council's operations.

Signed: _____ (Chair)

Date: _____



Maintaining the status quo

- To support a continuation of existing strategy the F&R ADVISORY Committee recommend that the core precept must increase from the current level of £23,000 to £25,750.

New Strategies

- Councillors are aware that the Council's aspirations are to pursue new strategies encouraging community participation, these aspirations however were not realised and F&R recommend that the budget 'allocation' of £2,000 (14-15) is transferred to the general reserve. Notwithstanding the treatment of 14-15 funding F&R recommend that an equivalent budget be provided for in 15-16. Councillors are therefore requested to support the inclusion of an additional line in the precept as an enabler of £2,000.

Cost per Household

- The proposed precept of £34,250 equates to an average £45.67 per household (£0.88 per week), and an annual increase of £10.94 (just 21p per week). Clearly averages must be explained, the tax base on which the actual precept is calculated makes allowance for varying reliefs (e.g. for the least able to pay and empty properties) and for adjustments between Council tax bands... the effect being that the increase for properties in band A will be less and in band H more.

SN Grant & Transition monies

- In 2013-14 the Council received a grant of £2,604 from SN arising from reorganisation of national government funding. An equivalent (albeit lesser) grant *may* be available for 2015-16. Additionally, the Council are reminded of continued [albeit possibly more remote] concerns that the Secretary of State for Communities and Local Government has indicated a preference for capping local precepts and Councillor's should again be concerned with regard to this for 2015-16 or the following year. The F&R ADVISORY Committee recommend that in the event that a grant is available this year that this is used to support reserves and not to reduce the underlying precept which could have serious ramifications for future years in terms of a [reduced] capped precept.

Summary Proposal

		BUDGET		BUDGET
		14-15		15-16
	Precept	£		£
	2013-14 Actual	20,000		23,000
	Increase to maintain Status Quo	3,000		2,750
	New Strategies	2,000		2,000
	Reserves	0		6,500
	2014-15 Proposed	25,000		34,250
	# of Households (estimate)	720		750
	£ per Year	£34.72		£45.67
	£ per Week	£0.67		£0.88
	# of Residents (estimate)	1,714		1,774
	£ per Year	£14.59		£19.31
	£ per Week	£0.28		£0.37
	Impact of increase			
	Baseline			
	Current			£34.72
	Proposed (as above)			£45.67
	Increases			
	Per Household per Year			£10.94
	Per Household per Week			£0.21
	Per Resident per Year			£4.63
	Per Resident per Week			£0.09

Signed: _____ (Chair)

Date: _____



Document 3

DITCHINGHAM PARISH COUNCIL

Planning & Highways Advisory Committee/Decision Committee

Chair's Report for the November 2014 Parish Council Meeting

PLANNING

The Committee has not met since the last full Council meeting.

Three new plans:

- i) **(SNC) The Old Stables Plum Tree Barn Fen Lane Ditchingham**
Proposal : New Air Source Heat Pump
- ii) **(SNC). 2 Station Road Ditchingham**
Proposal: External wall insulation to ground and first floor to be plastered and rendered, terracotta colour
- iii) **(SNC) 11 Scudamore Place** internal changes and rear elevation change a door to a window and a window to a door

None of these proposals was contentious nor did they impact on neighbours or the environment. Under the terms of reference of Council committees I responded (as Chair), recommending the applications for approval.

Four decisions:

- i) **2 Crossways Cottage, Bakers Lane** application to replace existing single storey extension with two storey extension APPROVED
- ii) **Wood Yard, Norwich Road** application to build new single storey workshop/storage building APPROVED
- iii) **Emmaus Norwich** Discharge of conditions re car park layout and drainage APPROVED
- iv) **Tindall Hall** Proposed new agricultural building – Planning Permission required

GENERAL

B1332

There have been at least two further road traffic accidents on the stretch of road between Froggs Hall and the bottom of Hollow Hill since our last meeting. (4th October and 2nd November) There have been a total of 17 so far in this calendar year. There has been some publicity in the local press. County Cllr Somerville has continued to give support. NCC has repeated its intentions to patch and level the road in the current financial year and to surface dress it in the next. The latter procedure is being brought forward from the 2017/18 schedule. A temporary “slippery road surface” warning sign has been put in a frame to make it more visible.

The **phone box** has been repaired.

Stuart Pontin, Business Improvement Manager SNC, contacted us about some confusion over numbering of **Agnes Hood Terrace** addresses. He had considered a number of options to clarify matters, including re addressing these properties, however this would create further difficulties. He, therefore, proposed to add a second name plate below the current name plate for Agnes Hood Terrace, to clarify that this relates to No's 25 to 39 Hollow Hill Road.

The name plates would therefore appear as follows:

Sign 1: Agnes Hood Terrace

Sign 2: (25 to 39 Hollow Hill Road)

I replied that this would be an acceptable solution to the Parish Council.

Japanese Knot weed

Bob Edwards tells us, “We were advised by our Specialist Contractor that Japanese Knotweed should be treated in October as it is dying back. Tunney's Lane was sprayed on 10th October. We have asked the contractor to evaluate the treatment to see if it has had any effect.”

It has died back but we shall need to monitor it next year.

Signed: _____ (Chair)

Date: _____



PARISHIONER MATTERS

There have been further instances of **Station Road** being affected by flooding with water and effluent. (Wed 24th September & Monday 13th Oct.) I have personally given some practical help to the residents most affected. D. Cllr Pauline Allen has also intervened in an attempt to get the situation remedied more quickly. I wrote to Anglian Water, on 4th November, saying that the insanitary flooding of the road and, potentially, properties is unacceptable. I have been told that there is a proposal to upgrade pumps in the area (when resources permit); I have asked that this work be carried out as a matter of urgency. At the time of writing I have only had an acknowledgement of my letter.

Following the request from **Tunneys Lane** residents, who attended our last meeting, for **speed limit changes**, I wrote to NCC on behalf of the Parish Council.

I attached a map showing the approximate end of the 30mph speed limit leaving Ditchingham and the start of the 30mph speed limit entering Broome. I explained that, between the two, there is about a 300yd stretch of national speed limit. I requested that the 30mph speed limit should apply unbroken at this point. I also requested that Tunneys Lane have a new speed limit of 30mph.

County Cllr Somerville contacted Bob Edwards and asked him to consider it.

Bob Edwards replied: (I will summarise)

“We now have a clear strategy for setting of speed limits that is based on DfT guidance.

Our Strategy states that 30mph limits should be contained to the clearly defined core of the settlement. There should also be almost continuous development over a length of 400 metres with a minimum of 20 properties. This makes sense on Loddon Road approaching the Waveney Road junction as it is clear to motorists that they entering the urban part of the village where a maximum of 30mph is self-explanatory. The section prior to this, towards Broome, is clearly much more rural and does not meet the criteria for a 30mph limit. Tunney’s Lane also fails to meet the criteria on length of development and number of properties.

I realise this is a very emotive issue and requests for implementation of or extension to a 30mph limit is one of the most common Traffic Management requests I receive. However, it is essential we take a robust line on this to prevent dilution of the impact of a speed limit in the most populated parts of a village. I know this incurs the displeasure for those odd properties or knots of housing just outside the main core of the village but this is the recommendation of the DfT.

I know Loddon Road well and I cycle it regularly. The road is wide, the visibility is good and there are ample verges for pedestrian refuge so I have no concerns over the safety of this stretch of road. Tunney’s Lane is very narrow but, again, is straight with good visibility and ample flat verge space for refuge so, similarly, I have no concerns over road safety on this either. We have only one recorded personal injury incident in the area and that was on Loddon Road in 2010, just Bungay side of Tunney’s Lane although we do not have a description of the circumstances.

In conclusion, I am not able to support a further investigation of this request. I appreciate this will be a disappointment to you but I hope it helps to explain our processes.”

Richard Bacon MP has begun a campaign to add to the Localism Act 2011 a ‘Community Right to Reduce Speed.’ The views of the PC are sought – I have replied to say that I will give our response after this meeting. (His Email is available for reference. See Appendix below)

The scheme **Delivering local highway improvements in Partnership with Town and Parish Councils** is open again this year. Applications by Jan 30th 2015. This time successful applicants will be granted 50% of their project’s costs. There has, in the past, been a suggestion that an alternative footway (to the existing pavement) be installed up Hollow Hill. Details of the scheme show that “trods” (a low cost form of footpath) can be funded. I seek the Councillors’ views as to whether my Committee should explore this further. My initial thinking is that Cllrs would need to consider the following:

- Depending on the position of any footway we would need to ascertain who the land owner is
- Permission to use the land would be needed
- The advice of NCC Highways would be needed
- Tenders would be needed

Signed: _____ (Chair)

Date: _____



- The cost would be significant. The path would be long (at the time of writing unknown). If it were not at the top of the bank it would need to be cut out and shored up.
- The case would have to be made for using resources (DPC's and the scheme's) to benefit a small number of people (How many people use the path? How many have no alternative but to use it? Would more people use the route if there was a safer path? Do we want to encourage people to walk this route? Is there a risk people would choose to continue to use the existing path over the new one?)
- Maintenance of the new path would fall to the PC
- Limited improvements to the road will be made within 12 months; might these make the present path safer?
- Future tranches of S106 grant might be an alternative funding source.

Keith Weston 14.11.14

Appendix

Richard Bacon's Email

Whilst the Department for Transport has given local authorities the power to change speed limits to reflect local wishes, in my experience this power is seldom used in response to residents' concerns. Over the years, many of my constituents have contacted me regarding speed limits that they would like to see reduced but Norfolk County Council usually responds to such requests by stating that the number and/or the nature of crashes on the road in question do not justify granting the request to reduce the speed limit.

To take one example, there have been at least 47 people killed or seriously injured on the A146 since 2005, including three fatalities so far this year. However, Norfolk County Council has so far taken little action in response to local concerns. Meanwhile, Norfolk Police seem to have taken a corporate view that driver behaviour is ultimately to blame for most of these crashes. They may be right but, according to the Royal Society for the Prevention of Accidents, higher speed magnifies driver errors, such as driving too close or driving when tired or distracted, multiplying the chances of an accident.

As you are aware, the Localism Act 2011 already provides local people with 'Community Rights' such as the 'Community Right to Bid' and the 'Community Right to Challenge', both of which provide residents with a means of taking greater control of their own locality. I believe we should also consider giving town and parish councils greater power over local speed limits and I would therefore welcome the thoughts of Ditchingham Parish Council on my proposal for a 'Community Right to Reduce Speed'.

Under my proposal, parish councils would have the right to request that a speed limit on a named road within their parish boundaries be reduced by 10mph and that there be a presumption in favour of granting the request unless there were justifiable objections on safety grounds. There would then need to be a local consultation period and parishes may need to meet the cost of new signage. Furthermore, the measure should only apply where the existing speed limit is at or above 30mph, and trunk roads and dual carriageways would obviously need to be exempt.

Plainly this proposal will not be appropriate everywhere and not every parish council will want to make a request to lower a local speed limit. However, my entire point is that it would be *their* decision. The localism agenda holds that power should be exercised at the lowest practical level and I believe that giving local communities greater powers over their daily lives should be embraced, not feared.

I would be very grateful if you could let me know whether Ditchingham Parish Council would support my initiative in principle and, if so, whether I may add the Council to a public list of supporters for my proposed 'Community Right to Reduce Speed'.

It would also be very helpful to know whether you have ever asked Norfolk County Council to lower a speed limit within your area and whether that request was successful.

Signed: _____ (Chair)

Date: _____



Document 4

COMMUNITY AND LOCAL DEVELOPMENT REPORT - 17/11/2014

Following the note in the Parishioner about improving Broadband speeds in Ditchingham there are now 45 people registered. If the notice could be kept in the Parishioner that would be good.

The company Wispire is aware of this and will be getting in touch with interested people via e mail. The company approaches the Church to do a survey, plan and assess the viability of a satellite on the church tower for the area.

Costs will be discussed. I believe that each house would have a receiver costing £59.99 and subscribe monthly. The speed could be 8 mega bites for around £25 monthly.

If you wish to talk to Wispire the number is 08451 800026 or wispire.co.uk. Brendon is going to liaise with Wispire

I looked into the Community led tree scheme but in fact we are a little late to get organized for this year. We need to find appropriate places for the trees . You have to have permission from each landowner before planting and we have to plant them ourselves!! We would need to plan well in advance for next years planting season. This is something our committee can look into.

The Local development committee had a recent meeting and highlighted the benefit of a more interactive web site for the village. Charlotte Valori has done one for Woodton which is worth looking at. Charlotte will come to the January 19th meeting to give a brief chat and answer any questions.

We also aired some ideas for the next Section 106 money or grant money

1. A Basketball area down on the dip.
2. A good Village Hall sign and solar panels which after an outlay could save a great deal.
3. Benches
4. Bus shelter by the hall

Other ideas brought forward was a Yard sale that Richard is very pro.

A show possibly for Xmas 2015.

Document 5

Report from Maintenance & Environment Committee

Tabled Chair's Report for 17th November 2014 Parish Council

Allotments:

These continue to be a well-used amenity for residents and on the whole are well maintained.

The clerk and myself met with some of the allotment holders in September to collect rents and receive signed copies of the new policy and agreement form. After some explanation these were signed and returned. All those on the waiting list have been accommodated.

Subsequently on instruction from the Council Chair, the clerk wrote to one allotment holder giving notice for plots that he holds; although at present we have no one on the waiting list. This has resulted in the council having to maintain the grassed areas as this holder was maintain them. We will continue to monitor the situation.

Cemetery:

The Lych Gate has now been painted and the contractor has advised that on the next cycle of decoration structure will require the replacing of internal timbers. We will seek further quotes when this comes round. The

Signed: _____ (Chair)

Date: _____



remainder of the fence and gates will be painted this week. I am in contact with a family who would like a bench placed at the ashes area of the cemetery I will keep the council informed.

The Dip:

The goal posts are well used in their new position; the only issue is the type of anchors used for the nets. The existing one are continually being pulled out. Advice to be sought from the supplier or the Maltings Sports Area. The skate park continues to be well used.

The area seems to be tidier, perhaps darker evenings helps. The situation will continue to be monitored.

Thwaite Road Play Area:

This continues to be very well used. The safety surface has been replaced that was damaged by the grass cutting. The roundabout is to be completely refurbished. The wooden floor will be replaced with plastic which it is hoped will not need any maintenance. This work will commence at the end of this month. Quotes will be sought for other items that need to be replaced. The platform on the mound will be the first structure to be repaired. The council are grateful to the clerk for securing a person to carry out inspections on the play equipment. It is disappointing that the scheme of using parishioners to carry out these inspections failed as so many failed to fulfil the task.

Reg Kirkpatrick Maintenance & Environment

Document 6

**Minutes of Ditchingham Parish Council
Finance & Resources (ADVISORY) Committee Meeting**

**Wednesday 12 November 2014 at 7.30pm
The Village Hall, Ditchingham**

Councillors present: Julian Green Chair, Keith Weston Vice Chair,
Rev'd. Reg Kirkpatrick, Vic Cossey, Brendon Bernard.

Clerk: Sally Chapman (Clerk/RFO).

MEETING

1 To review **Policy Matters** and agree wording for **Recommendation** to November full Council meeting in respect of items listed 1a-1h below.

1a Standing Orders

Councillors agreed to recommend the following amendments to policy:

30.v. procurement policies (subject to standing order 30(b) below) including the setting of values for different procedures where the contract has an estimated value of less than **£1,000 (or 10% of the precept whichever is the lesser).**

30.b. Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess **of £1000 (or 10% of the precept whichever is the lesser)** shall be procured on the basis of a formal tender as summarised in standing order 30(c)

Signed: _____ (Chair)

Date: _____



below.

All Councillors agreed to recommend the Standing Orders amendments at November's full Council meeting.

1c Financial Regulations

Councillors agreed to recommend the following amendments to policy:

5.4 The RFO will maintain an imprest cash float of **£100**. All petty cash claims shall be supported by vouchers dated within 30 days of claim, save that any un-receipted element to a maximum of £5 or 10% of the claim (whichever is the greater) may be permitted at the discretion of the RFO. Vouchers for payments made from petty cash shall be kept to substantiate the payment. Payments by Petty Cash shall not exceed £100 to any individual claimant per month.

12.(v) for additional audit work of the external Auditor up to an estimated value of **100% of previously agreed fee** (in excess of the sum the Clerk and RFO shall act after consultation with the Chairman and Vice-Chairman of the Council)

12.a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that these regulations shall not apply to contracts which relate to items (i) to (vi) below:

12.b. Where it is intended to enter into a contract exceeding **£1,000** in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall invite tenders from at least three firms to be taken from the appropriate approved list.

12.g. If less than three tenders are received for contracts above **£1,000** or if all the tenders are identical the Clerk shall refer the matter to the Chair or vice Chair and the Clerk shall make such arrangements as they are agreed and think fit for procuring the goods or materials or executing the works.

12.i. When it is to enter into a contract **of less than £5,000** in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply). **For contracts of £5,000 or more for whatever purpose Full Council approval is required.**

14.6 No property shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law, save where the estimated value of anyone item of tangible movable property does not exceed **£100**.

All Councillors agreed to recommend the Financial Regulations amendments at November's full Council meeting.

Policies

1b Code of Conduct

1d Health & Safety Code of Practice

1e Meeting Rules & Etiquette

1f Policies (revisions)

1g Risk Implementation

Signed: _____ (Chair)

Date: _____

**1h Committee Terms of Reference**

Only typographical changes, clarification and formatting issues have been made to these policies.

All Councillors agreed to recommend the policies 1b and 1d-1h en-bloc at November's full Council meeting.

Councillor Weston said he would agree the wording for **recommendation** to November full Council meeting in respect of 1a – 1h.

2. To consider Policy on Reserves (paper circulated with agenda) and agree wording for recommendation to November full Council meeting.

The Chair explained to Councillors the need for a Policy on Reserves and the implications for the Council if measures were not put in place. The Chair explained that DPC is required to maintain adequate financial reserves to meet the needs of the organisation. The policy sets out how the Council will determine and review the level of general fund reserves; given the pre-existing recognition of the requirement to hold specific (earmarked) reserves. Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. Additionally the Chair made reference to the guidance 'Governance & Accountability for Local Practitioners Guide 2010' section 2.26. Councillors discussed the policy on reserves.

All Councillors agreed to recommend the Policy on Reserves at November's full Council meeting.

Councillor Weston said he would agree the wording for **recommendation** to November full Council meeting.

3. To consider Finance matters for 2015-16 (paper circulated with agenda)**3a Forward Budget Planning (matters to consider)**

The Chair had reviewed the Council's income and expenditure forecast for the remainder of the current year and discussed with Councillors the need to forward budget for new strategies in the community and to consider the level of services and amenities DPC wishes to deliver to the village. He recommended the general reserve to be increased to a comfortable level as consistent with the Policy on Reserves as discussed in Item 2 of this meeting (equating to 4.5 months of the precept) and as explained earlier without such a levy [applicable to General Reserves] reserves would be inadequate to allow flexibility of Council's operations. Without an adequate general reserve the Council may have to reduce expenditure and services currently offered.

Councillor Weston said the Council need to find mechanisms to find cases for earmarking reserves and general reserves for initiatives. If the Council have initiatives we need reserves, which will have an impact on the precept.

3b Identify the recommendation for the Draft Budget for 2015-16

Councillors discussed the budget, reviewing the income and expenditure for the parish.

Signed: _____ (Chair)

Date: _____



RK proposed to recommend the Draft Budget for 2015-16 at November's full Council meeting, KW seconded, unanimous.

3c Identify the recommendation for the Precept for 2015-16

The Chair proposed a precept of £34,250 equating to an average of £45.67 per household (£0.88 per week), and an annual increase of £10.94 (just 21p per week).

Councillors discussed the proposed precept and the impact on households and the services/initiatives offered.

RK proposed to recommend the Precept for 2015-16 at November's full Council meeting, KW seconded, unanimous.

3d Agree wording for recommendation to November full Council meeting

Councillor Weston said he would agree the wording for **recommendation** to November full Council meeting.

Councillor Weston and Councillors gave a vote of thanks to the Chair for all his hard work and hours put in on points 2 and 3.

Clerk left the meeting at this point.

4 To consider Clerk's Salary Point Scale and Hours

The minutes in respect of item 4 are brief as they relate to employee matters and it is deemed not relevant that these matters are widely circulated. Private papers support these decisions.

4a Clerk's evaluation and Salary Point Scale

The vice Chair reminded F&R that Employment and recruitment matters are fully delegated to F&R. Compliant with employment regulations the Chair and vice Chair had conducted the Clerk's annual appraisal and are pleased to report that all matters were deemed satisfactory. Minutes of the appraisal were circulated. Consistent with offering the Clerk her current employment the F&R [on behalf of the Council] has evaluated the job and determined that job be set at Scale point 26 with retrospective adjustment.

All Councillors agreed to this recommendation.

4b Clerk's Hours

It was proposed that the Clerks hours would be extended to 8 hours per week.

All Councillors agreed to this recommendation.

JG & KW to advise the Clerk.

The meeting closed at 21:30

Signed: _____ (Chair)

Date: _____