

**Konsel Pluw Erens  
Gerrans Parish Council**



**MINUTES of the meeting of Gerrans Parish Council  
Finance Committee held on Tuesday 6<sup>th</sup> February  
2024 at 6.30 pm in the Memorial Hall Annexe**

Present:

Cllrs Kate Greet (Chairman) (KG), Joanna Holah (JH). Also Cllr John Crombie (observing).

Available by telephone:

Steve Skull (Clerk).

**FC022401**

**APOLOGIES FOR ABSENCE**

- Cllr Jane Andain

**RESOLUTION TO APPROVE ABSENCES**

- KG proposed (seconded JH) that the absence be approved. This was agreed unanimously.

**FC022402**

**DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**

- None

**FC022403**

**MAIN BUDGET FOR THE FINANCIAL YEAR ENDING 31<sup>ST</sup> March 2025**

The clerk referred to a previously circulated draft main budget for 2024/2025 based upon audited figures for the year 2022/2023, forecast figures for the current year ending 31<sup>st</sup> March 2024 (based on actual figures to 25<sup>th</sup> December 2023), and known/estimated figures for the remaining 3 months of the year.

He said that the purpose of this budget was to identify the expected income streams and the costs the Parish Council would be obliged to meet in 2024/2025 and to identify and prioritise any potential projects which might also be affordable.

He said the budget for 2024/2025 accounted for all the core items of expenditure which the PC would be obliged to make, and show a deficit of approximately £2,000 on the year, after taking into account a capital project to which the Council had already committed in the current year.

The forecast balance at 31<sup>st</sup> March 2024 would be approximately £39,748, and at 31<sup>st</sup> March 2025 of £37,571. After allowing £22,500 for the Government's guideline minimum retention of approximately three months' core expenditure next year, there would remain approximately £15,000 available to allocate to projects the Council might wish to undertake. Of this, £10,000 would be subject to Community Infrastructure Levy rules as to its use.

He therefore requested the Committee review the draft budget thoroughly, including its notes and conclusions, and recommend approval of the full document at the meeting of the Parish Council to follow.

The draft budget was appraised by the Committee and the clerk answered questions about the figures. After discussion, KG proposed (seconded by JH) that the Committee recommend to the Parish Council at its meeting later that evening that the budget document as drafted should be approved in full. This was unanimously agreed.

## **FC022404**

### **CLERK'S ANNUAL REVIEW**

It was resolved under the Public Bodies (Admission to Meetings) Act 1960, that the Committee should exclude the press and public due to the confidential nature of the business to be discussed. (Proposed KG, seconded JH)

The clerk explained that he was intending to retire on 5<sup>th</sup> April 2024. He confirmed that he would be happy to help the Council in any way that councillors feel appropriate on a consultancy basis during a handover and induction period for a new clerk.

KG explained that both she and the clerk had been in touch with Sarah Mason of CALC for advice about recruiting a new clerk. She had sent a recruitment pack and advised that the first step would be to appoint a staffing committee to handle the process. This could be done at the full Council meeting following this one and Terms of Reference agreed. This committee can then appoint a recruitment working group (RWG) to manage all stages of the process. A formal policy and any progress can be reported in a committee meeting, potentially on Monday 12<sup>th</sup> of February.

It was agreed that it was important to start the process as soon as possible, so the working party should aim to agree a deadline for applications and associated documentation before the committee meeting. It was agreed a budget of approximately £500 should be sufficient to cover recruitment needs.

## **FC022405**

### **ANY OTHER BUSINESS**

There being no further business, the meeting closed at 7.00 pm.