



*Delivering Quality Services to Coxhoe &  
Quarrington Hill*

## *Coxhoe Parish Council*

*Finance Committee*

*Wednesday 19<sup>th</sup> October 2011*

You are hereby summonsed to attend the meeting of the Finance Committee of Coxhoe Parish Council which is to be held on Wednesday 19<sup>th</sup> October, 2011 in Lansdowne House, 64 Lansdowne Road, Coxhoe, commencing at 7.00p.m.

### **Agenda**

1. **Election of Chair** – to elect a Chairman for the Committee for the ensuing municipal year
2. **Election of Vice-Chair** – to elect a Vice-Chairman for the Committee for the ensuing municipal year
3. **Apologies for absence**
4. **Members' Declarations of Interest**
5. **Minutes of last Meeting** held 9<sup>th</sup> November 2010 – for approval as a correct record and signing - attached
6. **Review of spending decisions since 1<sup>st</sup> April 2011** – attached
7. **Resolution to Exclude the Press and Public**
8. **Exempt Information – Salary, Terms and Conditions of Clerk** – attached
  - Standing Order 15 provides that in every year, and not later than the meeting at which the estimates for the next year are settled, the Council shall review the pay and conditions of service of existing employees. The Clerk's contract stipulates that the Clerk's salary be raised by one increment on 1<sup>st</sup> April 2012 subject to satisfactory performance during the year. The Council may withhold the increment if it is considered that performance has fallen below the level expected or award an additional increment for exemplary performance.

It has also previously been agreed to review hours worked, currently a 140 hours per month are worked. **Recommendation** That the Finance Committee consider their recommendations to Council with regard to the Clerk's salary, terms and conditions.
9. **Exempt Information – Estimates 2012/2013**
  - To consider draft estimates for 2012/2013 for recommendation to the Council on a budget for the year and to assist in the Council setting the precept for 2012/2013 - to follow (suggested required budget, based on the known requirements and commitments for the forthcoming year, reflecting 2010/11 projected outturn and supporting information to assist further in considering financial support to FLIC as part of setting the precept and budget for the year 2012/13, as agreed by at the Parish Council meeting on the 27<sup>th</sup> July 2011).

David Vasey – Parish Clerk, 12<sup>th</sup> October 2011