CERNE VALLEY PARISH COUNCIL

Wayne Lewin, Clerk to the Council
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Minutes of the Meeting of the Governance Committee to be held at 7.00pm on Thursday 14th December 2023 in Cerne Abbas Village Hall

Committee members present:
Cllr's Bishop, Crosbie, Brown, Burghart, Marshall, Horsington, and Bolt

1. To appointment the Chair
Cllr Horsington was proposed, seconded, and appointed as Chair of the Governance Committee.

2. Apologies for absence
Cllr's Prowse, Keating, Muskett, and Beresford sent apologises.

3. Declarations of interest
Cllr Horsington declared any interest in matters involving the allotments field.

4. Minutes of previous meeting held on 08th December 2022
These were approved as a true and accurate record of the meeting.

5. Human Resources

a. To discuss Clerk's scale point and incremental progression
The Chair noted that the Clerk had reached the top of the incremental progression scale points. Therefore, no incremental progression should be awarded.
However, it was also mentioned that the annual pay award must always be granted.
This was unanimously agreed.

b. To discuss Clerk's hours
Members were all in agreements that the current contracted hours of 52 per month were sufficient to conduct the duties as per the job specification.
This was unanimously agreed.

6. Finance

a. To discuss the budget for 2023/24
The Clerk confirmed that the budget spend for the current financial year was **74.78% (target 75%).**
The only budget overspend was that of administration costs, mostly due to website costs (not known at time of setting the budget). This would be addressed in agenda item 11 for the next financial year.

b. To discuss the reserves
The Clerk updated the Committee on the specific reserves.

Allotments	No issues	Monies allocated for any future issues with water
Burial Ground	No issues	Monies allocated for BGE change of use
Play Park	No issues	Monies allocated for any major repair works

CIL	No issues	Monies allocated for BGE costs, Village Gateway, and stock fencing for BGE. This would clear this reserve.
Car Park	High	Recommendation that a proportion of funds be reallocated. Members agreed £1000 be transferred to the defibrillator fund, whilst any surplus above £2000, returns to the General reserve.
F&E	Low	Recommendation that current in year underspend in F&E budget, be transferred to F&E reserve.
Public Toilets	Not required	This specific reserve was created to offset any near-term costs with the transfer of the toilets to the Parish Council. As this seems unlikely to happen in the short-term future, it is recommended that this reserve is closed and returned to the General Reserve, with a view to keeping options open in the next Council term.
Charles North	Not required	Charles North Charity trustees are in the process of obtaining a bank account so that these funds can be transferred. Once done, this specific reserve can be closed.
Defibrillator	Low	Recommendation that the part excess of funds from Car park taking be transferred to the Defibrillator Fund. See item 6b Car Park.
General Reserve	Low	See notes above.

It was also agreed that the excess of income over expenditure for the Car Park should be returned to the General Reserve.

The Clerk would create a one pager to go forward to Full Council in Jan 24.

c. To confirm authorisation limits for committees.
The current policy is that the Chair can authorise up to £500 without committee endorsement, whilst the committee can spend up to the Precept limit. Any monies taken from reserves must be approved by full council
This policy was confirmed.

d. To confirm a procurement limit currently set at £750
This policy was confirmed.

e. Renumeration of Councillor and Clerk's allowances

i Mileage Allowance Payment (MAP)

There were no changes to this allowance.

ii. Working From Home (WFH)

There were no changes to this allowance.

f. To approve allotment and burial ground fees
The increased charges to the allotment's plots were agreed and recommended for approval.
The increased charges to the Burial Ground Fees were agreed and recommended for approval.

7. **Standing Orders and Financial Regulations**

   a. **To discuss current Standing Orders**
   No changes were recommended.

   b. **To discuss current Financial Regulations**
   It was recommended that the H&S power awarded to the Clerk and/or Chair be increased to £1000.00.

8. **Polices**

   a. **To review and update (if required), current policies and procedures**
   No changes were recommended.
   Cllr Burghart confirmed that the terms of reference for committees was nearly complete.

9. **Asset Register and insurance**

   a. **To review and update the asset register**
   This was confirmed that this was a true and accurate representation the current assets with one minor amendment that the telephone kiosk has a replacement value of £2K.

   b. **To review and update the insurance policy**
   Members were content that all areas were fully covered.
   It was agreed that the excess should stay at £250.00
   The Clerk would conduct a monetary review to ensure all assets are fully insured.

10. **To discuss the Council's Risk assessments**
   a. **Financial**
   It was felt no changes were needed to be made.

   b. **Committee areas**
   It was felt no changes were needed to be made.

11. **To discuss the budget and recommend he Precept for 2024/5**

Further to the November meeting, no further changes were suggested.
This would mean an increase in the Precept for 2024/25 to £ 22300 from £ 21700.
Based on the new tax base, this would equate to a band D paying £ 44.18 per year, an increase from £ 43.44 or £ 0.74p per year.

There being no further business, the meeting closed at 2027 hours

Fred Horsington ________________________________ Chair of Governance Committee