

**Minutes of the Meeting of the F & GP Committee
Held on Tuesday 21 January 2016
In the Annexe of the Town Hall, Chapel-en-le-Frith**

Present: Councillor T Norton in the Chair
Councillors J Brook, G Martin, Mrs M Morrison, T Norton,
M Smith and S Young.

In Attendance: Mrs SE Stockdale - Clerk of the Council

Apologies: Councillor FP Harrison.

16/312 Budget 2016/17

Councillor Martin declared an interested in the DALC subscription.

Councillor Brook declared an interest in the grant made to the Methodist Church and left the room while this item was discussed.

The draft budget was presented to members and the following amendments were made.

The burial ground grant made to the Parish Church was increased to £500 and the grants to the other three Churches increased to £200 each. It was agreed that all the Churches be asked to provide evidence of expenditure in this respect.

It was agreed that £410 be added to the pension budget as any additional cost for auto enrolment is unknown for the period December 2106 – March 2017.

£12,165 was earmarked for special projects and it was suggested that marking of spaces on the Town Hall frontage be considered together with parking spaces at the rear of 47/49 Market Street.

Agreed Income

£900

Agreed Expenditure

£93,204

The agreed budgets for the three committees are as follows: -

	Income	Expenditure
Amenities	61,206	67,486
Town Hall	39,185	56,911
F & GP	900	93,204

The above figure would require a Precept of £116,310. High Peak Borough Council have confirmed that a Council tax Support Grant of £10,102 will be made available and this will reduce the Precept figure to £106,208 and give a Parish Rate of £35.45. This would equate to a zero increase in the Parish Rate.

RESOLVED: That the 2016/17 Precept be set at £106,208 subject to receiving the Council Tax Support Grant of £10,102 and the Concurrent Function Grant for Parks and Open Spaces of £56,726.

The Committee considered Earmarked Reserves which are attached to these minutes.

There being no further business the Chairman declared the meeting closed.

CHAIRMAN

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CHAPEL-EN-LE-FRITH PARISH COUNCIL

**Minutes of the Meeting of the F & GP Committee held on
17 November 2016 in the Annexe of the Town Hall, Chapel-en-le-Frith.**

Present: Councillor T Norton in the Chair
Councillors FP Harrison, G Martin, Mrs M Morrison and S Young

In Attendance: Mrs SE Stockdale – Clerk to the Council

Apologies: Councillor J Brook

17/246 Grants

Two applications for grants were considered:

Chapel Arts have submitted an application to support the organisation moving forward to put it on a more professional footing.

Councillor Morrison declared an interest in this application as she participates in the activities of Chapel Arts and left the room during the discussion.

It was agreed that a grant of £200 be made.

Churches Together have requested a grant to cover the cost of Lent Lunches in 2017 and members agreed that this was a very worthwhile cause and were happy to support it.

It was agreed that a grant of up to £100 be made to cover the cost of the hire of the Annexe:

17/247 Policies

The following Policies were reviewed and amendments made:

- **Standing Orders**

No amendments were made.

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- **Financial Regulations**

It was agreed that updates from NALC be incorporated into the Financial Regulations for MFR 1.6, MFR 6.4 and MFR 11.

- **Staff Disciplinary Policy**

It was agreed that No 5 be amended to incorporate the following wording – ‘Smoking shall not be permitted in any of the Council’s buildings including the use of e-cigarettes’

- **Staff Grievance Policy**

- No amendments were made.

- **Capability Policy**

No amendments were made.

- **Attendance Policy**

No amendments were made.

- **Equality and Diversity Policy**

No amendments were made.

All Policies will be dated and amended and re-issued to staff where appropriate.

The Communications Policy will be added to the 2017 review list.

17/248

Risk Assessments

The Committee reviewed the Risk assessments and amended copies are attached to these minutes.

17/249

Pension

The Clerk updated members on the Pension provision and Workplace Pension have advised that there has been a postponement period and automatic enrolment will now be 1 February 2017.

There being no further business the Chairman declared the meeting closed at 11.30am.

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**Minutes of the Meeting of the F & GP Committee
Held on Tuesday 17 January 2017
In the Annexe of the Town Hall, Chapel-en-le-Frith**

Present: Councillor T Norton in the Chair
Councillors J Brook, FP Harrison, G Martin, Mrs M Morrison, T Norton, M Smith and S Young.

In Attendance: Mrs SE Stockdale - Clerk of the Council

17/303 Budget 2017/18

The draft budget was presented to members with no amendments.

It was agreed that the budget heading for bunting be moved to the Amenities budget.

It was noted that the 2106 Special project funding has been allocated to budget headings in the Earmarked Reserve.

The Clerk will research suitable training courses for the Assistant Clerk.

Agreed Income	Agreed Expenditure
£780	£90,260

The agreed budgets for the three committees are as follows: -

	Income	Expenditure
Amenities	60,988	65,381
Town Hall	36,550	57,221
F & GP	780	90,260

The above figure would require a Precept of £114,544 High Peak Borough Council have confirmed that a Council tax Support Grant of £10,107 will be made available and this will reduce the Precept figure to £104,437 and a Parish Rate of £33.57.

Due to the number of new houses in the Parish there has been an increase in the Band figure from 2996 to 3111.

If the Parish rate remained at the 2016/17 figure of £35.45 this would allow an increase in the Precept to £110,284.95.

Councillor Norton proposed a 2% increase in the Precept to take account of the phased reduction in the Council Tax Support grant and the costs of projects for work at the Town Hall and 47/49 Market Street, Chapel-en-le-Frith. Councillor Brook seconded the proposal.

Councillor Harrison proposed a 1% increase in the Precept and there was no seconder for the motion.

Councillor Harrison requested a recorded vote.

All those in favour of a 2% increase to the Precept.

Councillor Brook
Councillor Martin
Councillor Mrs Morrison
Councillor Norton
Councillor Smith
Councillor Young

Against

Councillor Harrison

A 2% increase in the Parish Rate would be 70p on a Band D property and increase the Parish Rate from £35.45 to £36.15. This attract a Precept of £112,462.65

It was agreed that £8,025 would be added to the ²⁰¹⁷2107 Special Project towards expenditure associated with the refurbishment of 47/49 Market Street, Chapel-en-le-Frith and expenditure in relation to replacement windows in the Town Hall and the Heritage Lottery grant.

	Income	Expenditure
Amenities	60,988	65,381
Town Hall	36,550	57,221
F & GP	780	98,285

The above figure would require a Precept of £122,569. High Peak Borough Council have confirmed that a Council Tax Support Grant of £10,107 will be made available and this will reduce the Precept figure to £112,462 and a Parish Rate of £36.15.

RESOLVED: That the 2017/18 Precept be set at £112,462.65 subject to receiving the Council Tax Support Grant of £10,107 and the Concurrent Function Grant for Parks and Open Spaces of £56,726.

The Committee considered Earmarked Reserves which are attached to these minutes.

There being no further business the Chairman declared the meeting closed.

CHAIRMAN

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CHAPEL-EN-LE-FRITH PARISH COUNCIL

**Minutes of the Meeting of the F & GP Committee held on
31 October 2017 in the Annexe of the Town Hall, Chapel-en-le-Frith.**

Present: Councillors J Brook, FP Harrison, G Martin, Mrs M Morrison,
M Smith and S Young

In Attendance: Mrs SE Stockdale – Clerk to the Council

Apologies: Councillor T Norton

18/204 Election of Chairman

Councillor G Martin proposed and Councillor M Smith seconded that Councillor S Young be elected as Chairman for this meeting only.

RESOLVED: That Councillor S Young be elected as Chairman for this meeting only.

18/205 Grants

Two applications for grants were considered:

Dove Skatepark Group have requested a grant towards the provision of a new skatepark in Dove Holes.

The Council has already agreed that the S106 monies from the two housing developments in Dove Holes can be used for this purpose. It was agreed that any further decision on making a grant should be deferred until they have raised more funds, as the project is in the very early stages.

Churches Together have requested a grant to cover the cost of Lent Lunches in 2018

It was agreed that a grant of up to £120 be made to cover the cost of the hire of the Annexe.

18/206 Personnel Committee minutes 12 October 2017

The minutes of the Personnel Committee were presented and the members of the Committee agreed to the proposal for changing the staff holiday booking system.

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If this does not resolve the problem the Personnel Committee will be asked to re-visit the issue.

It was also agreed that the Clerk obtain some costing for the out sourcing of the cleaning and caretaking at the Town Hall so the F & GP Committee can be fully informed.

18/207 Policies

The following Policies were reviewed and amendments made:

- **Standing Orders**
3g was amended to read 'members of the public who are present at the meeting'
13b and 13 c were amended to replace 'he' with 'they'
- **Financial Regulations**
No amendments were made.
- **Staff Disciplinary Policy**
No amendments were made.
- **Staff Grievance Policy**
No amendments were made.
- **Capability Policy**
No amendments were made.
- **Attendance Policy**
No amendments were made.
- **Equality and Diversity Policy**
No amendments were made.
- **Communications Policy**
No amendments were made.
- **Compassionate Leave Policy**
No amendments were made.

18/208

Risk Assessments

The Committee reviewed the Risk assessments and amended copies are attached to these minutes.

The Risk Assessments were amended to correct grammatical errors.

The date of the NEST pension implementation will be amended and a note that the part 5 year electrical test is pending for 2017.

18/209

Data Protection

The Clerk advised members that she has been on the DALC Data Protection Course which dealt with changes to the Data Protection Act.

From May 2018 the existing Data Protection Act will be enhanced to allow anonymity and the right to ask an organisation what personal details are being held about them.

From May 2018 the Council will also need to appoint a Data Protection Officer. This has to be someone who is not involved with the storing of data on behalf of the Council and therefore cannot be the Clerk. It was suggested that High Peak Borough Council be approached to see if they would be able to act in this role. It was also noted that there may be a cost implication in this respect.

A Data Protection Policy was submitted and agreed.

There being no further business the Chairman declared the meeting closed at 11.45am.

CHAIRMAN



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**Minutes of the Meeting of the F & GP Committee
Held on Tuesday 16 January 2018
In the Annexe of the Town Hall, Chapel-en-le-Frith**

Present: Councillor T Norton in the Chair
Councillors J Brook, M Smith and S Young.

In Attendance: Mrs SE Stockdale - Clerk of the Council

Apologies: Councillors FP Harrison, G Martin and Mrs M Morrison.

18/287 Budget 2018/19

The draft budget was presented to members with no amendments.

The following amendments were agreed:

Add £50 to staff training.

Add £1,000 to build up a reserve for the 2028 Neighbourhood Plan preparation.

Decrease the pension costs by £1,000 following the reallocation to Amenities and Town Hall budgets.

Agreed Income	Agreed Expenditure
£430	£99,320

The agreed budgets for the three committees are as follows: -

	Income	Expenditure
Amenities	60,845	69,441
Town Hall	37,100	57,486
F & GP	430	97,320

The above figure would require a Precept of £125,872 High Peak Borough Council have confirmed that a Council tax Support Grant of £10,107 will be made available and this will reduce the Precept figure to £115,765 and a Parish Rate of £35.91.

Due to the number of new houses in the Parish there has been an increase in the Band figure from 3111 to 3223.

If there was no increase in the Parish Rate of £36.15 from 2017/18 a Precept of £116.511 could be levied.

It was agreed that £746 be added to the Regeneration budget and the following income and expenditure was agreed.

	Income	Expenditure
Amenities	60,845	69,441
Town Hall	37,100	57,486
F & GP	430	98,066

RESOLVED: That the 2018/19 Precept be set at £116,511 subject to receiving the Council Tax Support Grant of £10,107 and the Concurrent Function Grant for Parks and Open Spaces of £56,726. This is a percentage increase on 2017/18 budget, but due to the number of extra Band D houses will keep the Parish Rate at £36.15.

18/288 Grant Applications

An application was received from the Chapel Business Association to assist with the costs of the Townend Christmas tree and new lights.

RESOLVED: That a grant of £300 be made to cover the shortfall in 2017 and to give assistance towards the 2018 costs.

An application was received from Chapel Parish Church to assist with the clearance of Giant Hogweed in the graveyard.

Two quotes were supplied and a grant of £2,500 was requested. However, members were unsure how the figure was arrived at as both quotes appeared to be for the same work. It was also noted that the Church receives a grant of

£500 to help with maintenance of the graveyard which has recently been increased.

Councillor Smith proposed that a grant of £250 be made as a one off grant towards the removal of Giant Hogweed and Councillor Brook seconded the motion. Councillor Young voted for the motion and Councillor Norton against.

RESOLVED: That a grant of £250 be made to the Parish Church for the purpose of the removal of Giant Hogweed. The Clerk was asked to stress that this is a one off grant in addition to the £500 already made and to note that the Council has a limited budget for grants due to financial constraints.

There being no further business the Chairman declared the meeting closed.

CHAIRMAN



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