

# Chiseldon Parish Council



## **MINUTES of the FINANCE, POLICIES/CONTRACTS AND HR COMMITTEE meeting held on Tuesday 6<sup>th</sup> July 2021 at 7.30pm. At the Recreation Hall, Off Norris Close, Chiseldon**

**Present:** Cllrs Matt Harris (Committee & Council Chairman), Cllr Andy Rogers (Committee Vice Chairman) , Cllr Jon Jackson, Cllr Danielle Simpson. Clair Wilkinson as Clerk.

**Apologies for absence:** Cllr Kearsey who has a family commitment **Apologies without absence:** Cllr Andrew McDonald

**Public recess.** No public

### **21/19. Approval to hold items 14, 15 and 16 as confidential items**

Cllr Harris read out the legal statement recommending that items 14, 15 and 16 on the agenda be confidential due to them being staff salary and conditions discussions.

**Cllr Harris proposed to approve these items as confidential. Cllr Jackson seconded and all Cllrs were in favour.**

### **21/20 Vote to approve Cllr Simpson joining the committee**

**Cllr Jackson proposed to approve Cllr Simpson joining the committee.. Cllr Rogers seconded and all Cllrs were in favour.**

### **21/21. Vote on the approval of noted absences.**

**Cllr Simpson proposed that the apologies from Cllr Kearsey be approved. Cllr Jackson seconded and all Cllrs were in favour.**

### **21/22 Declarations of interest & approval of any dispensations.**

None

### **21/23 Approval of minutes from 4<sup>th</sup> May 2021. No changes**

**The minutes were proposed as an accurate representation by Cllr Harris, Seconded by Cllr Rogers. All Cllrs were in favour that these minutes were an accurate reflection of decisions made.**

### **21/24 Action Points from previous meeting**

Action Owner	Minute Reference	Action
Clerk	20/18	Ask the Wroughton Clerk how the Ellendune is set up. TO DO
Clerk	20/26	Work with Admin Officer to set up Unity on-line banking WIP – Almost complete.
Clerk	20/34 & 21/18	Add item to next Finance agenda DONE
Clerk	21/09	Add review of budget vs expenditure report to every bi-monthly Finance meeting. DONE.
Clerk	21/10	Clerk to run off a detailed report on the differences between budget and expenditure on salary payments. DONE & emailed to all committee members. Not comments received.
Clerk	21/11	April/May/June budget vs expenditure report to be viewed at July meeting. DONE

### **21/25 FINANCE Review final 2020/21 Audit report from Sansum's**

Finance meeting minutes 6.7.2021

Chairman's signature.....

**A proposal was made by Cllr Rogers that the report was noted and no further action required. Cllr Simpson seconded and all Cllrs were in favour.**

**21/26 FINANCE Review of budget vs expenditure report for April to June 2021.**

No issues noted.

**A proposal to accept this report as an accurate reflection of the budget vs expenditure for April to June 2021 was made by Cllr Jackson, seconded by Cllr Rogers and all Cllrs were in favour.**

**21/27. FINANCE. Review costs of advertising in the Ridgeway Bell for new handyman.**

**A proposal to place 1 advert costing £12.50 if required, was made by Cllr Harris, seconded by Cllr Simpson and all Cllrs were in favour.**

**21/28. FINANCE Review of hiring costs for Parish Chapel. £30 per half day charity, and £35 per half day charity.**

**Cllr Rogers proposed no changes to the hire charges.. Cllr Jackson seconded and all Cllrs were in favour**

**21/29. FINANCE Committee Chairman to visit Finance committee to discuss their budgeted funds expenditure throughout the year.**

**Cllr Harris proposed that the Finance Committee talk to each Committee Chairman at every other Finance meeting (4 month interval) with regards to their budget expenditure. This is then reviewed at each committee subsequently. Cllr Rogers seconded and all Cllrs were in favour.**

**21/30 FINANCE. Paying of Cllr expenses without prior council approval.**

**Cllr Rogers proposed that these expenses not be paid as they were not for parish council assets or responsibilities. Cllr Simpson seconded and all Cllrs were in favour.**

**21/31. CONTRACTS. CONFIDENTIAL ITEM. Altering of contract for Admin Officer. Hours worked**

**After reviewing the proposal, Cllr Rogers proposed accepting these changes to the Admin Officers working hours. Cllr Simpson seconded and all Cllrs were in favour**

**21/32. CONTRACTS. CONFIDENTIAL ITEM. Altering of role, hours and salary for Admin Officer.**

**After reviewing the proposal, Cllr Simpson proposed accepting these changes to the Admin Officers working hours and role, which includes becoming the RFO. Cllr Rogers seconded and all Cllrs were in favour**

The Clerk has an action to calculate the new salary budget for the year so there can be a virement to the current budget.

**21/33. CONTRACTS. CONFIDENTIAL ITEM. Review changes to Clerks job title and salary.**

**After reviewing the proposal, Cllr Simpson proposed leaving the salary unchanged and altering the job title to no longer be RFO. Cllr Rogers seconded and all Cllrs were in favour**

The Clerk has an action to alter both contracts as required.

**21/34. HR. Approve costs of £120 for Admin Officer to attend FiLCA course.**

**Cllr Jackson proposed that these course cost be approved. Cllr Rogers seconded and all Cllrs were in favour.**

**21/35. HR. Approval of delegated powers to approve training budget expenditure.**

**Proposal for Clerk, RFO, Committee Chairman and Committee Vice Chairman to be able to approve budget expenditure for training. Any costs over budget to be approved by Full Council or Finance Committee.**

**Cllr Jackson proposed that these delegated powers be approved. Cllr Rogers seconded and all Cllrs were in favour.**

**21/36 Items for the next agenda.**

None

The meeting closed at 20.04

**Next meeting:** Tuesday 7<sup>th</sup> September at **7.30pm**. At the Old Chapel, Butts Road, Chiseldon***SUMMARY OF ACTION POINTS***

<b>Action Owner</b>	<b>Minute Reference</b>	<b>Action</b>
<b>Clerk</b>	<b>20/18</b>	<b>Ask the Wroughton Clerk how the Ellendune is set up</b>
<b>Clerk</b>	<b>20/26</b>	<b>Work with Admin Officer to set up Unity on-line banking</b>
<b>Clerk</b>	<b>21/29</b>	<b>Add to agenda list for Committee Chairman to meet with Finance committee to discuss their budget expenditure.</b>
<b>Clerk</b>	<b>21/32</b>	<b>Recalculate salary budget for 2021/20 so a virement can be approved</b>
<b>Clerk</b>	<b>21/33</b>	<b>Alter contracts for Clerk and RFO as per changes made</b>
<b>Clerk</b>	<b>21/34</b>	<b>Arrange for Admin Officer to attend FiLCA course</b>