

Chiseldon Parish Council



MINUTES of the FINANCE, POLICIES/CONTRACTS AND HR COMMITTEE meeting held on Tuesday 7th September 2021 at 7.30pm. At the Old Chapel, Butts Road, Chiseldon

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

21/42. Apologies for absence: None **Apologies without absence:** None
It was noted that Cllr A Macdonald had resigned from the council.

Public recess. No public

21/43 Declarations of interest & approval of any dispensations.
None

21/44. Approve the minutes from 6th July 2021

A proposal was made to approve the minutes from 6th July as an accurate representation. The proposal was seconded and all Cllrs were in favour.

21/45. Approve the minutes from 22nd July 2021

A proposal was made to approve the minutes from 22nd July as an accurate representation. The proposal was seconded and all Cllrs were in favour.

21/46 Action points

SUMMARY OF ACTION POINTS

Action Owner	Minute Reference	Action
Clerk	20/18	Ask the Wroughton Clerk how the Ellendune is set up. CLOSING ITEM. In regards to new Rec hall. Delegated to new Rec Ground improvement committee.
Clerk	20/26	Work with Admin Officer to set up Unity on-line banking. ALMOST COMPLETE. SANTANDER CAUSING ISSUES WITH MOVING DD'S AND SO'S – WILL COMPLETE MANUALLY.
Clerk	21/29	Add to agenda list for Committee Chairman to meet with Finance committee to discuss their budget expenditure. DONE
Clerk	21/32	Recalculate salary budget for 2021/22 so a virement can be approved DONE
Clerk	21/33	Alter contracts for Clerk and RFO as per changes made DONE. CHANGES TO BE MADE TO STOCK JOB DESCRIPTIONS.
Clerk	21/34	Arrange for Admin Officer to attend FiLCA course. WILL ENROLE AS SOON AS iLCA COMPLETED.

21/47. FINANCE. Budget requests for 2022/23 budget from council committees.

Items requested were:

- £10,000 for Rec ground improvement committee – to be used for planning, legal, financial, consultants advice to get the plans in place for the new hall and new location etc. Requested that any funds not spent at the end of 2022/23 financial year be added to the Rec hall replacement fund.
- £1000 for the planning committee for any legal fees encountered
- £25,000 for the planning committee to further the installation of layby's in the parish where required.
- Requested that the £10,000 in the current years budget be moved to allocated funds for the Neighbourhood Plan, should they be needed in 2022/23.

- £1000 for the EGPA committee to mark the Queens Coronation anniversary with a permanent display in the parish – details not yet known. Taking inspiration from the Coronation Gates on Hodson Road.
- £10,000 for a new slide at the Castle View Play area. EGPA Sept committee will confirm the amount required and update Finance Committee for final vote on approval.
- Look to increase the tree maintenance budget to either £5000 or £10000 depending on the rest of the budget requests.

A proposal was made to approve all requests made by committees so far, to be factored into the 2022/23 budget, which full council will approve before the precept amount is confirmed. The proposal was seconded and all Cllrs were in favour.

An action was given to the Clerk and RFO to split out the tree maintenance budget for 2021/22 so it is separate on Xero from other ground work such as hedge cutting and grass cutting.

21/48. FINANCE. Budget requests from the Finance Committee

1 item - £2000 to cover any legal costs the council may encounter.

A proposal was made to approve the request of £2000 legal costs budget for the Finance Committee for the 2022/23 budget. The proposal was seconded and all Cllrs were in favour.

21/49. FINANCE. Approval of £100 budget for printer for RFO

A proposal was made to approve the budget of £100 for a printer for the RFO (Epson preferred). The proposal was seconded and all Cllrs were in favour.

The RFO will need to record this as being taken from unallocated funds.

21/50. FINANCE. Request from the Burderop estate for a financial contribution to place new signage around the estate to keep walkers/residents safe and informed.

The estate land surrounds Chiseldon to the north and is often used by residents for walking and cycling.

A proposal was made to provide £1000 from unallocated funds for the good of the community when walking on estate land. The proposal was seconded and all Cllrs were in favour.

The RFO will need to reconcile this to S137 funds on Xero.

21/51. FINANCE. Virement of £1000 legal budget from 2021/22 planning budget to the councils training budget.

A proposal was made to approve this virement of £1000 from planning legal to training. The proposal was seconded and all Cllrs were in favour.

21/52. FINANCE. Review of budget vs expenditure report from April to August 2021.

There were no issues or concerns with this report.

21/53. FINANCE. Approval of expenses claim for Clerk for 12 2nd class stamps with no receipt.

As per the expenses policy, the committee was required to approve this expenditure where no receipt was present.

A proposal was made to approve this claim on expenses. The proposal was seconded and all Cllrs were in favour.

21/54. FINANCE. Proposal to spend £200 on moss removal on pavements around the parish. Approved by EGPA committee but not a budget item.

A proposal was made to approve this cost for moss removal. The proposal was seconded and all Cllrs were in favour.

The RFO to record this as being taken from unallocated funds.

The Clerk has an action to ask Allbuild if there is a treatment that will keep the moss away for longer.

21/55. FINANCE. Virement of £4500 from unallocated funds to salary cost centre.

A proposal was made to approve this virement The proposal was seconded and all Cllrs were in favour.

21/56. CONTRACTS. No items

21/57. HR. Approval of request from Clerk for second employment.

After reassuring the committee that this would not impact on CPC responsibilities a proposal was made to approve the Clerks request to take on second employment. The proposal was seconded and all Cllrs were in favour

21/58. HR. Approval of request from RFO for second employment.

After reassuring the committee that this would not impact on CPC responsibilities a proposal was made to approve the RFO's request to take on second employment. The proposal was seconded and all Cllrs were in favour

21/59 Items for the next agenda.

None

It was noted that Cllr Simpson would not be at the next meeting due to being on maternity leave.

The meeting closed at 20.22

Next meeting: Tuesday 2nd November at **7.30pm**. At the Old Chapel, Butts Road, Chiseldon

ACTION POINTS

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Clerk	20/26	Work with Admin Officer to set up Unity on-line banking. ALMOST COMPLETE. SANTANDER CAUSING ISSUES WITH MOVING DD'S AND SO'S – WILL COMPLETE MANUALLY.
Clerk	21/29	Add to agenda list for Committee Chairman to meet with Finance committee to discuss their budget expenditure. DONE
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Clerk	21/34	Arrange for Admin Officer to attend FiLCA course. WILL ENROLE AS SOON AS iLCA COMPLETED.
Clerk & RFO	21/47	Split out tree maint budget from general land maintenance work on Xero budget vs expenditure report
Clerk & RFO	21/51	Update relevant systems and paperwork for virement of £1000 from planning legal to training budget
Clerk	21/54	Talk to Allbuild about long term methods of moss removal/prevention from pavements
Clerk & RFO	21/55	Update relevant systems and paperwork for virement of £4500 from unallocated reserves to training budget.