

# CHISELDON PARISH COUNCIL



Contact details:

Clerk – 01793 740744 [clerk@chiseldon-pc.gov.uk](mailto:clerk@chiseldon-pc.gov.uk)

**You are summoned to the Finance, Contracts and HR Committee meeting.**  
Tuesday 8<sup>th</sup> March 2022 at 7.00pm at the Old Chapel, Butts Road, Chiseldon.

## **AGENDA**

- 1.** Attendances and apologies for absence to be received and approval voted on.
- 2.** Declarations of interest and vote on any dispensations submitted
- 3.** Public recess
- 4.** Approve Minutes from 27<sup>th</sup> January 2022
- 5.** Action points from 27<sup>th</sup> January minutes.

### **Finance -**

- 6.** Review budget vs expenditure report – identify items from the budget list where committees are yet to spend funds & direct as appropriate. Plus additional regular review to ensure financial responsibility. Approve any virements of funds to 2022/23 budget [See additional information](#)
- 7.** Retrospective approval of historical STORM invoices not paid. [See additional information.](#)
- 8.** Purchase book from Institute of Cemetery & Crematoria Management for £39.00. [See additional information.](#)
- 9.** Review annual grants budget and allocate remaining funds to worthy local causes. [See additional information](#)
- 10.** Approval of expenses payments to Handyman with missing receipts. £36.00 to repair wooden bench at Millennium Copse. (Work requested by the Clerk)
- 11.** Fund tea/coffee provision at £3.00pp for annual meeting at Chiseldon House Hotel in May. Committee to approve max. spend for this event.
- 12.** Financial Risk Assessment. Cllrs to review Judicial Review level of insurance cover. Currently no cover provided with the policy. Cllrs to vote on whether to add this cover to the policy.

**13.**Memory Café organisers requesting £500 grant funds for hall hire, re-approving from 2019 when funds were not required or spent. The free hall hire period has now ended.

**14.**Discuss approval of new email address for the provision of council e-newsletter. [See additional information.](#)

**15. Contracts** – No items

**16. HR-** No items

**17.** Items for inclusion on next agenda  
(Cannot be discussed or voted on at this meeting)

Next meeting: Tuesday 3<sup>rd</sup> May 2022 at 7.30pm The Old Chapel on Butts Road.

Signed: C Wilkinson (Clerk). 01.3.2022

*Clair Wilkinson*

**Current Committee:**

Cllrs Matt Harris (Council Chairman & Committee Chairman), Danielle Simpson, Jon Jackson, Andy Rogers (Committee Vice Chairman) Chay Ford and Ian Kearsey.

Legislation that allows the Council to act:

- Item 7. STORM invoices – LGA 1894 s.8 (1)(i)
- Item 8. Book Purchase – LGA 1972 S111
- Item 9. Grants – LGA 1972 S137 or LG(MP)A 1976 s.19(3)
- Item 10. Payment of expenses – LGA 1894 s.8 (1)(i)
- Item 11. Refreshments at meeting – LGA 1972 S137
- Item 12. Insurance Cover – LGA 1972 s.111
- Item 13. Grant provision – LGA 1972 S137 or LG(MP)A 1976 s.19(3)
- Item 14. Email for newsletter – LGA 1972 s.142 (1A)

Chiseldon Parish Council under law, has a duty to conserve biodiversity under the Natural Environment and Rural Communities Act 2006 and consider the impact of their decisions under the Crime and Disorder Act 1998 Section 17.

Councillors will review their decisions when required, with these acts in mind, and they will be minuted accordingly.

For more details see our “Biodiversity Duty” and Crime and Disorder” policies which are on our website [www.chiseldon-pc.gov.uk](http://www.chiseldon-pc.gov.uk)