Contact Clerk on 01793 740744 or clerk@chiseldon-pc.gov.uk ****

# *CHISELDON PARISH COUNCIL*

## Finance, Policies and Staff Committee

meeting at **Butts Road Chapel,** Thursday 26th October **2017 at 7.30pm**

**AGENDA**

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| **1. Attendances and apologies for absence** |  |
| **2. Declarations of interest** |  |
| **3. Public recess** |  |
| **4. Approval of minutes** (From 21st Sept 2017) |  |
| **Matters arising** not on the agenda **Action points** **FINANCE*** **REVIEW ACCOUNTS**
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| **5. Review Accounts for October 2017 to date*** **VOTE ON EXPENDITURE**
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| **6. Vote on Decorating quote for Rec Hall. Approved by EGPA committee. £537.54 (no VAT) from iDec** **7. Vote on new carpet quote for Rec Hall. Approved by EGPA committee. £1117.24 inc VAT from Carpet Shop Swindon****8. Vote on quote from STORM for flat roof inspection report. Requirement of insurance.****£200 plus VAT****9. Vote on new Museum railings supplied by Allbuild. Approved by EGPA committee. £1500 plus VAT****10. Vote on extra weekly emptying of bin near the Farm Shop (at public carpark) as overflowing. EGPA voted on 12 months extra emptying at a cost of £130 plus VAT rather than a new bin at £286.00. Review after 12 months. Work to be done by Allbuild****11. Approve expenditure of Xmas lights and installation costs of new supply.****(8 foot tree to be supplied for £30.00)****Costs to be supplied before meeting****12. Approve extra cut if required of Rec field pitches over winter. Costs supplied of £80. plus VAT from Countrywide or £125. plus VAT** **from Allbuild.****13. Approve costs for Allbuild to remove dismantled shed from rear of Pavilion compound. Costs of £200 plus VAT****14. Approve extra Parishing costs for Home Close nature area to be maintained. Approved by EGPA committee. Costs are: Initial cut £300 plus VAT, plus 2 annual cuts of £100 plus VAT from Allbuild.****15. Approve costs of £40 plus VAT for new signs at CVPA to warn against littering. Approved by EGPA committee.*** **BUDGET**

**16. Work on budget figures for 2018/19 budget. Regular expenditure and one of costs. Refer to Cllr Harris’s spreadsheet circulated prior to the meeting.****POLICIES****17. New Data Protection Policy needed. Project item for Committee member to****Draft a document to be supplied for review at next Finance meeting.****18. New Committee TOR to be approved.****To be circulated prior to the meeting****19. Addition to Financial Regs and Standing orders creating an emergency out of hours list of contacts, including STORM with a set limit of expenditure to deal with emergency out of hours issues. Discuss and Vote.****20. Tennis Club lease and contract**Note – full council to be reminded that Finance is now responsible for lease and contract.**Update on 2017 invoice for the club from Cllr Harris****STAFF & HR****No agenda items****21. Any other business.****(Note, items in AOB cannot have a vote)****Next meeting:**  Thursday 30th November at 7.30 in the Old Chapel, Butts Road at 7.30pm (extra date for budget planning) |  |

Signed by Clerk:

C. Wilkinson



**Current Committee:** Matthew Harris (Chair), Phil Costigan, David West (vc), Caroline Brady, Matt Clarke, Ian Henderson.