

Chiseldon Parish Council



**MINUTES of the FINANCE, POLICIES/CONTRACTS AND HR COMMITTEE meeting
held on Thursday 27th January 2022 at 7.00pm. At the Old Chapel, Butts Road, Chiseldon**

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

21/90. Apologies for absence: None. **Apologies without absence:** Cllr Simpson

Public recess. No public

21/91. Declarations of interest & approval of any dispensations.

None

21/92. Approve the minutes from 23rd November 2021. No changes

A proposal was made to approve the minutes from 23rd November as an accurate representation. The proposal was seconded and all Cllrs were in favour.

21/93. Action points

Clerk. 21/75. Request RFO carry out changes to budget vs expenditure report as per minutes. DONE.

Clerk 21/76. Advise RFO to make changes to NEST pension payments as per minutes. DONE and completed.

Clerk 21/88. Make changes to 2 JD's and distribute to staff for signing. DONE, signed and filed.

21/94. FINANCE. Approve donation to British Legion for Nov 2021 poppy wreaths. Suggested donation £55.50 for 3 wreaths.

A proposal was made to approve the above donation to the British Legion. The proposal was seconded and all Cllrs were in favour.

21/95. FINANCE. Approve quote for building valuation for council buildings for insurance purposes.

A proposal was made to approve the quotes from Hinton Newport at a total of £480 plus VAT. The proposal was seconded and all Cllrs were in favour.

21/96. FINANCE. Approval of spending donated funds to improve further parish events.

Not all of the donations for the 2021 Christmas events were spent. Donors asked the PC to spend the funds on improving future events.

A proposal was made to provided delegated authority to the Clerk to spend these funds as appropriate. The Clerk will liaise with the committee Chairman and Vice Chairman. To report back at next Finance meeting. The proposal was seconded and all Cllrs were in favour.

21/97. FINANCE. Review budget vs expenditure report with regards to committee underspend for the year to date.

This item is to be bought back to the March meeting with costings for where funds can be spent. The Clerk is to look into spending the Youth Funds on some form of activities over Easter school holidays and provide information at the March meeting for approval.

21/98. CONTRACTS. Consider increase in hourly cost for self-employed handyman.

A proposal was made to increase the hourly cost to £12.50 per hour. The proposal was seconded and all Cllrs were in favour.

21/99. HR. Approve process for approving staff overtime to work on the Neighbourhood Plan

A proposal was made that overtime would be forecast in advance where possible and the Planning Committee Chairman and Vice Chairman would approve it. Finance Committee will then approve the costs at the next applicable meeting. The proposal was seconded and all Cllrs were in favour.

Overtime will be at the standard hourly rate and paid via payroll.

21/100. Items for the next agenda. None

The meeting closed at 19.23

Next meeting: Tuesday 8th March 2022 at **7.30pm**. At the Old Chapel, Butts Road, Chiseldon

ACTION POINTS

Clerk 21/96. Clerk to arrange how the funds are to be spent on improving further council events. Liaise with committee Chairman and VC.

Clerk 21/97. Investigate how to spend the £2000 youth funds before Financial Year end to benefit the youth of the parish.

Clerk 21/98. Advise RFO on new handyman hourly cost to be paid from Feb 2022, and write letter to update the handyman.