

# Chiseldon Parish Council



## MINUTES of the FINANCE, POLICIES/CONTRACTS AND HR COMMITTEE meeting held on Tuesday 4<sup>th</sup> May 2021 at 7.30pm. Remote meeting via MS Teams.

**Present:** Cllrs Matt Harris (Committee & Council Chairman), Cllr Andy Rogers (Committee Vice Chairman) , Cllr Ian Kearsley. Clair Wilkinson as Clerk.

**Apologies for absence:** Cllr Jon Jackson who has a work commitment **Apologies without absence:** Cllr Andrew McDonald

**Public recess.** No public

### 21/01. Vote for Chairman of the committee for the following year.

**Cllr Kearsley proposed Cllr Harris be voted in as committee Chairman. Cllr Rogers seconded.** There were no other nominations. **All Cllrs were in favour.**

### 21/02. Vote on approving item 13 as a confidential item as per Schedule 12 of the LGA 1972 para 1,2,3.

**Cllr Rogers proposed that item 13 be held as a confidential item. Cllr Kearsley seconded and all Cllrs were in favour.**

### 21/03. Vote for Cllr Jackson joining the committee

Cllr Jackson had requested to be able to join the committee in his absence.

**Cllr Rogers proposed acceptance of Cllr Jackson on the committee. Cllr Kearsley seconded and all Cllrs were in favour.**

### 21/04. Vote for Vice Chairman of the committee for the following year.

**Cllr Harris proposed that Cllr Rogers be voted in as committee Vice Chairman. Cllr Kearsley seconded.** There were no other nominations. **All Cllrs were in favour.**

### 21/05. Vote on the approval of noted absences.

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

### 21/06 Declarations of interest & approval of any dispensations.

None

### 21/07 Approval of minutes from 2<sup>nd</sup> March 2021. No changes

**The minutes were proposed as an accurate representation by Cllr Kearsley, Seconded by Cllr Rogers and all Cllrs were in favour.**

### 21/08 Action Points from previous meeting

Action Owner	Minute Reference	Action
Clerk	20/10	Follow up on Wroughton PC recommendation for NHP consultant. <b>DONE consultant contacted and quote supplied</b>
Clerk	20/18	Ask the Wroughton Clerk how the Ellendune is set up.. <b>ONGOING. Clerk has an email address to follow up on.</b>
Clerk	20/18	Find out who owns the Highworth facility and talk to them about how it works. <b>Cllr D Rogers now following this up. ITEM CLOSED. No further information discovered.</b>
Clerk	20/26	Work with Admin Officer to set up Unity on-line banking. <b>ONGOING.</b>

		<b>Part way through the procedure.</b>
<b>Clerk</b>	<b>20/27</b>	<b>Book St Johns First Aid course DONE. Course booked</b>
<b>Clerk</b>	<b>20/27</b>	<b>Make arrangements to use Grant Finder for 6 months. DONE</b>
<b>Clerk</b>	<b>20/29</b>	<b>Note all virement in 2021/22 budget document DONE</b>
<b>Clerk</b>	<b>20/30</b>	<b>Advise Sanders to begin work on reporting on worksearches. DONE. Work complete</b>
<b>Clerk</b>	<b>20/34</b>	<b>Add item to next Finance agenda. DONE</b>

**21/09 Review Interim Audit report from Sansum's and approve any actions to take.**

**A proposal was made by Cllr Kearsey that the Xero "Budget vs expenditure" report should be reviewed by the Finance Committee every other month when the Finance Committee convenes. Cllr Rogers seconded and all Cllrs were in favour.**

**21/10 Final sign off on budget vs expenditure report for 2020/21.**

There was a query over the salary figures on the report with expenditure being higher than budget. The Clerk is to run a detailed report of the transactions for the committee to check at the next meeting. All other entries on the report were considered accurate.

**A proposal for a detailed salary report to be run for the July meeting was proposed by Cllr Rogers, seconded by Cllr Kearsey and all Cllrs were in favour.**

**21/11. Review Jan to April 2021 budget vs expenditure report.**

Noted that salary figures are still tracking higher than budget. At the next Finance meeting the April/May/June figures to be checked. The every quarter for audit purposes.

**21/12. Confidential item**

A final amount was agreed upon which to pay to the contractor.

**Cllr Kearsey proposed the amount to be paid. Cllr Rogers seconded and all Cllrs were in favour**

**21/13. Grant request from Wiltshire Search and Rescue**

**Cllr Harris proposed £250 from the councils annual grant funds. Cllr Kearsey seconded and all other Cllrs were in favour.**

**21/14. Whole Cllr training from external supplier.**

**Cllr Rogers proposed the course from WALC at £200 be approved for all Cllrs. Cllr Kearsey seconded and all Cllrs were in favour.**

**21/15. Contracts. No items**

**21/16. Approve Risk Assessment for Face to Face Council meetings.**

**Cllr Harris proposed that the RA document be approved. Cllr Kearsey seconded and all Cllrs were in favour.**

**21/17. Changes to working hours for Administration Officer**

The committee were generally in agreement with the proposal provided. They suggest the following amendments: Contract states that 10 weeks of school holiday time are not worked – 2 weeks at Easter, 2 weeks at Christmas and 6 weeks during the summer. The annual hours of work are to be split equally over the remaining weeks. The Admin Officer retains their 4 weeks holiday allocation which will have priority booking over half term weeks plus other time as allowed by the allocation remaining. The contract will stipulate that if the Clerk is absent for 1 week or longer, the Admin Officer should be available to check emails and deal with urgent issues.

**Cllr Harris proposed the above alterations be given to the Admin Officer for consideration. Cllr Rogers seconded and all Cllrs were in favour.**

**21/18 Items for the next agenda.**

Consider inviting Committee Chairman to Finance meetings so they can review their budget vs expenditure in order to ensure appropriate spend.

The meeting closed at 20.31

**Next meeting:** Tuesday 6<sup>th</sup> July at **7.30pm**. At a location to be advised.

**SUMMARY OF ACTION POINTS**

<b>Action Owner</b>	<b>Minute Reference</b>	<b>Action</b>
Clerk	20/18	<b>Ask the Wroughton Clerk how the Ellendune is set up</b>
Clerk	20/26	<b>Work with Admin Officer to set up Unity on-line banking</b>
Clerk	20/34 & 21/18	<b>Add item to next Finance agenda</b>
Clerk	21/09	<b>Add review of budget vs expenditure report to every bi-monthly Finance meeting</b>
Clerk	21/10	<b>Clerk to run off a detailed report on the differences between budget and expenditure on salary payments</b>
Clerk	21/11	<b>April/May/June budget vs expenditure report to be viewed at July meeting</b>