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** |  |
| **5. Review Accounts for October 2017 to date**   * **VOTE ON EXPENDITURE** |  |
| **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.