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

# *CHISELDON PARISH COUNCIL*

## Finance, Policies and Staff Committee

meeting at **Butts Road Chapel on Butts Road,** Thursday 22nd November **2018 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 25th October 2018) |  |
| **Matters arising** not on the agenda  **Action points**  **FINANCE**   * **REVIEW ACCOUNTS** |  |
| **5. Review Accounts for November 2018 to date 2018. – See documentation**   * **VOTE ON EXPENDITURE.**   **6. Grant request for £500 from Brighter Futures for their Incubator appeal. See documentation** |  |
| **7. EGPA APPROVED EXPENDITURE:**   * **Purchase of matting to go under new see saw and installation costs:**   **Costs approved of:**  **£102.00 for matting**  **£175.00 plus VAT for installation - Allbuild**   * **Tommie Statue base.**   **Approved £70.00 cost from CPC. £130 from anonymous donation & requesting £100 donation from Calley Memorial Fund (Clerk to apply)**  **8. REVIEW ASSET REGISTER and approve accuracy - part of audit requirement. See documentation.**  **9. Invoice issue with repairs to Tennis Court fencing. Clerk to advise – see separate email.**  **Committee to vote on action required.**  **PRECEPT & BUDGET for 2019/20**  **10**. **Review any feedback from Cllrs and public so far. Discuss & vote on any further amendments/additions.**  **11. Vote on Final draft of 2019/20 budget and precept for approval at December full council meeting.**  **POLICIES & LEASES**  **12. Review draft tender document. Vote on acceptance of document for use See separate document**  **STAFF & HR**  **13. Review division of labour between Caretaker, Unskilled Admin & Handyperson to see what role (if any) needs to be created. Linked to future need to perhaps employ a Clerks assistant or increase Clerks hours.**  **See separate document for proposed work/spec**  **14. Any other business.**  **(Note, items in AOB cannot have a vote)**  **Next meeting:**  To be confirmed for end of December if needed. In The Old Chapel, Butts Road at 7.30pm |  |

Signed by Clerk:

C. Wilkinson



**Current Committee:** Matthew Harris (Chair), Phil Costigan, Caroline Brady, Matt Clarke, Ian Henderson (Vice Chair), Denise Rogers, Michelle Harris, Paul Walton.

Additional Information:

Xmas tree ordered £65.00 costs covered by donation from Football Club (Donation also covers elec costs)

Elec supply has been switched back on.

Allbuild installing base & tree FOC

5th Dec switch on of lights from 5.45, followed by drinks at Sports & Social Club 6.30pm. Cllr volunteers needed to wear hi-viz to ensure public safety.

Macmillan have booked Chapel office space bi-monthly for 2019.