

CHISELDON PARISH COUNCIL



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

Finance, Policies and Staff Committee

meeting at **Butts Road Chapel on Butts Road**, Thursday 22nd November 2018 at 7.30pm

AGENDA

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.