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 28th Feb 2019 **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 22nd Nov 2018) |  |
| **Matters arising** not on the agenda  **Action points**  **FINANCE**   * **REVIEW ACCOUNTS** |  |
| **5. Review Accounts for February 2019 to date. – See additional documentation**   * **VOTE ON EXPENDITURE.**   **6. Purchase of New gazebo for use at fetes etc. £61.99 with metal collapsible frame. (No need to un-assemble)** |  |
| **EGPA COMMITTEE APPROVED EXPENDITURE:**  **7. Morgan trees quote – £380.00 no VAT to remove dead tree at Rec ground**  **8. KT electrical quote for extra flood light at Rec ground to cover football compound area– £159.70 plus VAT**  **PLANNING COMMITTEE APPROVED EXPENDITURE**  **9. Funds to contract planning/legal consultant to challenge future planning applications if needed.**  **£2000 already allocated from 2018/19 funds. £1000 allocated in 2019/20 funds and a further £2000 requested from reserves should it be needed.**  **CONTRACTS**  **10. STORM 12 month contract review - See additional documentation**  **POLICIES, LEASES & IT**  **11. New meeting protocol document for review and approval– see additional documentation**  **12. Email encryption requirement for Clerks laptop and Cllrs emails?**  **Laptop needs hard drive encrypted and emails require encryption if sensitive data is sent via email – discussion on how to achieve this.**  **13. Official Twitter feed – 6 month review of whether this is needed as a communication tool.**  **STAFF & HR**  **14. Is a mobile phone needed for the Clerk for council matters – discussion & Vote**  **15. Pension payments for employer and employer increasing April 2019.  Figures for Clerk will be: (Currently 2% of salary paid by employer, and 3% paid by employee)**  **Will change to 3% employer and 5% employee payment from April)**  **Clerk payment currently £23.35**  **CPC payment currently £19.46**  **16. Clerk Salary change according to NALC grading scale – See separate documentation**  **Discussion & vote on whether to change Clerks salary/grading scale to match national scale if required.**  **17. Clerk booked on webinar for Local Government Elections – cost £60.00 & VAT – to be approved by committee**  **18. Clerk to enrol in CiLCA training (Official Clerks qualification via NALC) First cost £220 plus VAT – to be approved by committee**  **19. Handyperson job update – possible need for expenditure**  **to advertise the role. Discussion & vote on expenditure if required.**  **20. Becoming a living wage employer – discussion and vote – see separate documentation**  **21. Any other business.**  **(Note, items in AOB cannot have a vote)**  **Next meeting:**  Thursday 25th April 2019. 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: