

# CHISELDON PARISH COUNCIL



Contact Clerk on 01793 740744 or [clerk@chiseldon-pc.gov.uk](mailto:clerk@chiseldon-pc.gov.uk)

## Finance, Policies and Staff Committee

meeting at **Butts Road Chapel on Butts Road**, Thursday 28<sup>th</sup> Feb 2019 at 7.30pm

### AGENDA

#### 1. Attendances and apologies for absence

#### 2. Declarations of interest

#### 3. Public recess

#### 4. Approval of minutes

(From 22<sup>nd</sup> 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 employee 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 25<sup>th</sup> 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: