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,** Tuesday 30th April 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 28th Feb 2019) |  |
| **5. Action points**  **FINANCE**   1. **GRANT APPLICATION – Presentation from Glyn Moody from Dorset and Wiltshire Fire & Rescue in regards to “Stay Safe, Stay Alive” roadshow – see additional documentation** 2. **Vote on Virement of £20,000 to the rebuilding of the Recreation Hall fund. (From general funds)**  * **REVIEW ACCOUNTS** |  |
| **8. Review Accounts for April 2019 to date. – See additional documentation**   * **VOTE ON EXPENDITURE.**   **9. Renewal of SLCC membership for a further 12 months – cost of £175.00** |  |
| **10. Register the Clerk on the CiLCA course to submit work for assessment and gain qualification £350**  **11. Contracting of temp from employment agency for 10 hours of work costing £11.75 per hour. To clear Clerks filing/accounting backlog.**  **12. Updating of Cemetery Maps - £70.00 plus VAT from Sanders to get the existing Butts Road maps updated.**  **13. Renewal of WALC/NALC membership for next 12 months – cost of £989.11**  **14. Review the introduction of Chairman’s allowance which can be used for purchasing small gifts as needed. Cannot use Clerks expenses. See Local Gov Act 15.5 – See additional documentation**  **15. Review & Vote on extra work from Sanders for website improvements – see additional documentation.**  **EGPA COMMITTEE APPROVED EXPENDITURE:**  **16. Flood light repairs at the Tennis Club - £215.36 plus VAT quote from KT Electrical approved.**  **17. Costs of cutting extra hedges agreed on in 2017 parishing additions (Not needed in 2018)**  **EGPA have secured work for £500 for 2 cuts per season required. Using local landowner and labour from Allbuild.**  **Original quote was £1500.**  **CONTRACTS**  No items  **POLICIES, LEASES & IT**  **18. New meeting protocol document for review and approval– see additional documentation**  **STAFF & HR**  **19. Handyperson employment. Recommendation from Clerk to employ candidate with immediate effect.**  **20. Handyperson hours/costs. Discuss and vote on max. hours per week and max. expenses to be approved by the Clerk for workload.**  **21. Clerks hours and employment of Admin Assistant – discussion and vote if needed.**  **22. Items for the next agenda.**  **(Note, these items cannot be discussed or voted on at this meeting)**  **Next meeting:**  Thursday 27th June 2019. In The Old Chapel, Butts Road at 7.30pm |  |
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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: