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**
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|  **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: