# *Chiseldon Parish Council*

 

**MINUTES of the FINANCE, POLICIES/CONTRACTS AND HR COMMITTEE meeting**

**held on Tuesday 2nd March 2021 at 7.30pm. Remote meeting via MS Teams.**

**Present:** Cllrs Matt Harris (Committee & Council Chairman), Cllr Andy Rogers,, Cllr Denise Rogers (Council Vice Chairman), Cllr Ian Kearsey. Clair Wilkinson as Clerk.

**Apologies for absence:** None **Apologies without absence**: Cllr Andrew McDonald

**20/23 Declarations of interest & approval of any dispensations.**

None

**Public recess.** No public

**20/24 Approval of minutes from 30th November 2020**

**The minutes were proposed as an accurate representation by Cllr Kearsey, Seconded by Cllr D Rogers and all Cllrs were in favour.**

**20/25 Action Points from previous meeting**

|  |  |  |
| --- | --- | --- |
|  |  |  |
|

|  |  |  |
| --- | --- | --- |
| **Action Owner** | **Minute Reference** | **Action** |
| **Clerk** | **20/10** | **Contact Wroughton PC about their NHP and grants. Clerk not in position at the time of the NHP creation so didn’t have any leads on grants. Did recommend a contact for a consultant which will be followed up.** |
| **Clerk**  | **20/18** | **Create TOR for sub-committee for new Community hub at Rec field. DONE. Committee will review at first meeting** |
| **Clerk**  | **20/18** | **Create informal FB poll for feedback on what the hub should contain. DONE. Results can be retrieved when required for the new committee** |
| **Clerk** | **20/18** | **Ask the Wroughton Clerk how the Ellendune is set up. Have contact details but need to follow up** |
| **Clerk** | **20/18** | **Ask the EGPA committee if anyone wants to join the sub-committee. DONE** |
| **Clerk**  | **20/18** | **Find out who owns the Highworth facility and talk to them about how it works. Clerk email was bounced back, Cllr D Rogers to investigate.** |
| **Clerk** | **20/18** | **Schedule sub-committee for Feb 2021. Will be arranged for March 2021** |

 |  |  |  |
|  |  |  |

**20/26. Vote on changing to On-line banking supplier and associated costs.**

The proposed suppliers were reviewed.

**A proposal was made by Cllr Harris to delegate to the Clerk & Admin officer the setting up of Unity as the Council’s new bank account supplier. This is on the proviso that the issue of £15 for cheques is clarified as being for bankers cheques only, and if any other unexpected charges are noted to stop the procedure and bring back to Committee. Cllr D Rogers seconded and all Cllrs were in favour.**

**20/27. Approve costs of £230 ex VAT for Clerk to attend St Johns refresher first aid course.**

**A proposal was made by Cllr D Rogers to approve this payment. Cllr D Rogers seconded and all Cllrs were in favour.**

**20/28. Discussion & Vote on the use of “Grant Finder” to find grants for CPC projects.**

The company charges a 10% fee of any grant secured. Payable as a separate amount and not taken from the grant funds.

The T&C’s of the company and any references for satisfied customers are to be reviewed. It was suggested this be tried for 6 months to see how it works and whether it is worth the money.

**A proposal was made by Cllr D Rogers to try Grant Finder for 6 months. Cllr Kearsey seconded and all Cllrs were in favour.**

**20/29. Virements of 2020/21 budget line items to allocated reserves for 2021/22.**

**Requests were:**

***Planning Committee: £1000 legal fees***

**A proposal was made by Cllr A Rogers to approve this virement. Cllr Kearsey seconded and all Cllrs were in favour**

***Planning Committee: £6000 for New Road build out – to be re-named as traffic calming***

**A proposal was made by Cllr A Rogers to approve this virement. Cllr Kearsey seconded and all Cllrs were in favour**

***Planning Committee: £25,000 for layby work at Windmill Piece and Draycot Foliat.***

***A proposal was made by Cllr D Rogers to approve this virement. Cllr Kearsey seconded and all Cllrs were in favour***

***EGPA Committee: £3575 Rec field improvements***

**A proposal was made by Cllr Harris to approve this virement. Cllr D Rogers seconded and all Cllrs were in favour**

**20/30. Approval of costs of £3.50 ex VAT per month to Sanders webworks to report on most common used search terms on the website.**

**A proposal was made by Cllr Kearsey to approve this expenditure. Cllr D Rogers seconded and all Cllrs were in favour**

**20/31 CONTRACTS & POLICIES**

No items

**20/32 HR. Approval for Administration Officer to carry over 10 hours holiday to 2021/22 holiday year.**

**A proposal was made by Cllr Kearsey to approve this request. Cllr D Rogers seconded and all Cllrs were in favour**

**20/33 HR. Approval for Clerk to carry over 24 hours holiday to 2021/22 holiday year.**

**A proposal was made by Cllr A Rogers to approve this request. Cllr D Rogers seconded and all Cllrs were in favour**

**20/34 Items for the next agenda.**

Carry out a review of the functions/decision making powers of all Committees.

The meeting closed at 20.42

**Next meeting:** Tuesday 4th May 2021 at **7.30pm**. Remote meeting via Microsoft Teams. Login details will be on the agenda.

***SUMMARY OF ACTION POINTS***

|  |  |  |
| --- | --- | --- |
|  |  |  |
|

|  |  |  |
| --- | --- | --- |
| **Action Owner** | **Minute Reference** | **Action** |
| **Clerk** | **20/10** | **Follow up on Wroughton PC recommendation for NHP consultant** |
| **Clerk** | **20/18** | **Ask the Wroughton Clerk how the Ellendune is set up** |
| **Clerk**  | **20/18** | **Find out who owns the Highworth facility and talk to them about how it works. Cllr D Rogers now following this up.** |
| **Clerk** | **20/26** | **Work with Admin Officer to set up Unity on-line banking** |
| **Clerk**  | **20/27** | **Book St Johns First Aid course** |
| **Clerk** | **20/27** | **Make arrangements to use Grant Finder for 6 months** |
| **Clerk** | **20/29** | **Note all virement in 2021/22 budget document** |
| **Clerk** | **20/30** | **Advise Sanders to begin work on reporting on worksearches** |
| **Clerk** | **20/34** | **Add item to next Finance agenda** |

 |  |  |
|  |  |  |