

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