

# Chiseldon Parish Council



## **MINUTES of the FINANCE, POLICIES/CONTRACTS AND HR COMMITTEE meeting held on Tuesday 28<sup>th</sup> September 2021 at 7.00pm. At the Old Chapel, Butts Road, Chiseldon**

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

**21/60. Apologies for absence:** Cllr Jackson has a work commitment and Cllr Simpson is prevented from attending due to being in a Covid vulnerable category. **Apologies without absence:** None

**A proposal was made to approve the these absences. The proposal was seconded and all Cllrs were in favour.**

**Public recess.** No public

**21/61 Declarations of interest & approval of any dispensations.**  
None

**21/62. Approve the minutes from 7<sup>th</sup> September 2021.**  
Minor spelling mistakes corrected.

**A proposal was made to approve the minutes from 7<sup>th</sup> Sept as an accurate representation. The proposal was seconded and all Cllrs were in favour.**

### **21/63 Action points**

Action Owner	Minute Ref	Action
Clerk	20/26	Work with Admin Officer to set up Unity on-line banking. <b>ALMOST COMPLETE. SANTANDER CAUSING ISSUES WITH MOVING DD'S AND SO'S – WILL COMPLETE MANUALLY. ALMOST COMPLETE.</b>
Clerk	21/33	Alter contracts for Clerk and RFO as per changes made <b>DONE. CHANGES TO BE MADE TO STOCK JOB DESCRIPTIONS. DRAFT JD's DONE, WILL NEED APPROVAL AT NEXT FINANCE MEETING.</b>
Clerk	21/34	Arrange for Admin Officer to attend FilCA course. <b>WILL ENROLE AS SOON AS ilCA COMPLETED. ilCA COMPLETED. WILL LOOK INTO ENROLEMENT DATE.</b>
Clerk & RFO	21/47	Split out tree maint budget from general land maintenance work on Xero <b>budget vs expenditure report. DONE.</b>
Clerk & RFO	21/51	Update relevant systems and paperwork for virement of £1000 from planning legal to training budget. <b>TO DO</b>
Clerk	21/54	Talk to Allbuild about long term methods of moss removal/prevention from pavements. <b>DONE. NEW REMOVAL SUBSTANCE BEING USED FOR CURRENT WORKLOAD, WILL USE ON FUTURE PAVEMENTS IF SUCCESSFUL.</b>
Clerk & RFO	21/55	Update relevant systems and paperwork for virement of £4500 from unallocated reserves to salary budget. <b>TO DO</b>

### **21/64. FINANCE. Review budget requests for 2022/23 budget from council committees.**

Items requested were:

- £500 to EGPA committee to sand and paint the 2 sets of double doors at the Chapel and Museum.
- £1000 to EGPA committee to commemorate the Queens Jubilee celebrations in 2022/23. (already pencilled into budget)
- £3000 to Planning Committee to look into solar lighting at Strouds Hill – highways and transport safety.

£12,000 was also added to the EGPA budget by the Finance Committee for the improvement of the Castle View Play Area.

**A proposal was made to approve all items above in the 2022/23 budget. The proposal was seconded and all Cllrs were in favour.**

**21/65. FINANCE. Review draft Budget for 2022/23 (which includes the precept requirement to manage the budget)**

The draft budget was reviewed which contained the above approved requests, plus all standard costs the PC encounter throughout the year. A new item for £950 was added for annual tree safety surveys.

The proposed precept was kept at 2021/22 figures of £143,00 with no proposed increase for 2022/23.

There is a shortfall of approx. £9000 which the committee proposed to take from unallocated reserves rather than increase the precept. Unallocated reserves should be 50% of the annual budget figure (see reserves policy) and is tracking slightly above this at the moment for the 21/22 Financial year.

**A proposal was made to approve the draft budget and precept of £143,000 for the 2022/23 Financial year. The proposal was seconded and all Cllrs were in favour.**

The budget and precept will go to Full Council in October for approval.

**21/66. FINANCE. Approval of council insurance provision with Hiscox for the forthcoming 12 months.**

The councils 3 year fixed price deal with Hiscox starting 2021 was withdrawn by Hiscox due to the Chapel subsidence. Hiscox are also refusing to provide cover for the Chapel buildings for any further subsidence issues.

There are currently no other providers with Came and Company (the councils insurance Broker) who are willing to offer cover.

The costs for the forthcoming 12 months insurance are £2203.00 total which includes IPT and fees.

**A proposal was made to approve the proposed cover from Hiscox for the forth coming 12 months. The proposal was seconded and all Cllrs were in favour.**

**21/67. POLICIES/CONTRACTS. No items**

**21/68. HR. No items**

**21/69 Items for the next agenda.**

None

The meeting closed at 20.04

**Next meeting:** Tuesday 2<sup>nd</sup> November at **7.30pm**. At the Old Chapel, Butts Road, Chiseldon

**ACTION POINTS**

Action Owner	Minute Ref	Action
Clerk	20/26	Work with Admin Officer to set up Unity on-line banking. <b>ALMOST COMPLETE. SANTANDER CAUSING ISSUES WITH MOVING DD'S AND SO'S - WILL COMPLETE MANUALLY.</b>
Clerk	21/33	Alter contracts for Clerk and RFO as per changes made <b>DONE. CHANGES TO BE MADE TO STOCK JOB DESCRIPTIONS.</b>
Clerk	21/34	Arrange for Admin Officer to attend FiLCA course. <b>WILL ENROLE AS SOON AS iLCA COMPLETED.</b>
Clerk & RFO	21/51	Update relevant systems and paperwork for virement of £1000 from planning legal to training budget
Clerk & RFO	21/55	Update relevant systems and paperwork for virement of £4500 from unallocated reserves to salary budget.
Clerk	21/65	Add approval of budget and precept to Oct Full Council
Clerk	21/66	Advise Came and Co to proceed with Hiscox insurance renewal