

CHISELDON PARISH COUNCIL



Contact details:

Clerk – 01793 740744 clerk@chiseldon-pc.gov.uk

**You are summoned to the Finance, Contracts and HR Committee meeting.
Tuesday 23rd November 2021 at 7.30pm at the Old Chapel, Butts Road, Chiseldon.**

AGENDA

1. **Attendances and apologies for absence to be received and approval voted on.**
2. **Vote to approve Cllr Ford as a new committee member.**
3. **Declarations of interest and vote on any dispensations submitted**
4. **Public recess**
5. **Approve Minutes from 28th September 2021**
6. **Action points from 28th September minutes.**
7. **All Committee Chairman to attend meeting to review their committee budget vs expenditure report, and agree on any actions to be taken back to their committee. To include general committee comments on the report. [See information on MS Teams](#)**
8. **Review and approve any alterations to Responsible Financial Officers NEST pension payment. [See information on MS Teams](#)**
9. **Review and approve grant request from the Chiseldon Memory Café organisers [See information on MS Teams](#)**
10. **To note a journal entry on Xero as recommended by Internal Auditor [See information on MS Teams](#)**
11. **Retrospective approval of costs for new radiator in Chapel office. Costs £448.80 & VAT by CTS. (Old radiator not working)**
12. **Retrospective approval of costs for 2 new Cllrs to attend online "Cllr Fundamentals" course at £30.00 per Cllr. Up to the value of £240.00 from training budget. Cllrs Patel and Ford attended.**
13. **Review and approve items on quote from Sanders to improve website accessibility. [See information on MS Teams](#)**
14. **Review and approve quote from Sanders to facilitate an automated newsletter to residents who sign up for the service, plus special emailed updates. [See information on MS Teams](#)**
15. **Approve approx. £100 expenditure request for a Jan 2022 newsletter for all residents.**
16. **Approve approx. £50. Expenditure request for a newsletter targeted for the new homes in Burderop Park.**
17. **Approve invoices for THWC group totalling £2400 inc VAT for work done at Washpool in 2020/21 Financial year. [See information on MS Teams](#)**
18. **Approve adding Cllr Steve Duke as an "approver" of payments on Unity on-line banking.**
19. **CONTRACTS – No items**
20. **HR. Approve updated Job Descriptions for Clerk and RFO. [See information on MS](#)**

Teams

21. ITEMS FOR INCLUSION ON NEXT AGENDA (Cannot be discussed or voted on at this meeting)

Next meeting: Tuesday 11th January 2022 at 7.30pm The Old Chapel on Butts Road.

Signed: C Wilkinson (Clerk). Date 19.11.2021

Clair Wilkinson

Current Committee:

Cllrs Matt Harris (Council Chairman & Committee Chairman), Danielle Simpson, Jon Jackson, Andy Rogers (Committee Vice Chairman) and Ian Kearsy. (Cllr Ford pending vote)

Laws that allow the Parish Council to act:

- Item 8 NEST Pensions LGPSR SI 2007/1166, LGPS SI 2008/238&239
- Item 9 Grant LGA 1972 s.137 - **MUST RECORD ON ACCOUNTS AS S137 IF REQUIRED**
- Item 11 Radiator LGA 1892 s.8 (1)(i)
- Item 12. Cllr training LGA 1972 s.111
- Item 13 Website changes LGA 1972 s.142
- Item 14 Newsletter LGA 1972 s.142 (1A)
- Item 15 Newsletter LGA 1972 s.142 (1A)
- Item 16 Newsletter LGA 1972 s.142 (1A)
- Item 17 Washpool work. LGA 1892 s.8 (1)(i)

Chiseldon Parish Council under law, has a duty to conserve biodiversity under the Natural Environment and Rural Communities Act 2006 and consider the impact of their decisions under the Crime and Disorder Act 1998 Section 17. Councillors will review their decisions when required, with these acts in mind, and they will be minuted accordingly. For more details see our “Biodiversity Duty” and Crime and Disorder” policies which are on our website www.chiseldon-pc.gov.uk