

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 8th November 2022 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. Declarations of interest and vote on any dispensations submitted
3. Public recess
4. Approve Minutes from 6th September 2022
5. Action points from 6th September minutes.

HR –

6. Review of office opening hours by Clerk and RFO. Original hours prior Covid were 6 hours per week. [See additional information](#)
7. Review & possible approval of VoiP systems to allow office phone to be re-directed to mobile phones. [See additional information.](#)

Finance -

8. Approval of the expenditure of an amount of unallocated funds from 2022/23 budget on Coronation event – bookings services and utilities etc.
9. Consider change of grant fund usage from the memory café organisers ref £50 payment for printing costs. Original grant specified hall hire only. (The grant contains the funds to make this payment)
10. Consider purchase of a spare set of pads for the defibrillator costing £99.00 plus VAT. So a set is always available should a device be used.
11. Approval of EGPA vote of £3000 from unallocated funds on professional graveyard safety review and report.
12. Approval of EGPA vote for £185 to be spent on Christmas trees for New

Road site.

- 13.** Approval of EGPA vote for £116.59 to be spent on poppy signs for lampposts for Remembrance day. (to be used year on year)
- 14.** Approval of EGPA vote for £79.80 on a willow tree for the Jubilee Planting event scheduled in Summer 2022.
- 15.** Approval of EGPA vote to move the 2022/23 budget item of £500 to re-paint the Chapel doors into allocated funds, and allocate further budget in 2023/24.
- 16.** Consider and vote on grant request from Chiseldon and Wroughton netball club. [See additional documentation](#)
- 17.** Consider and vote on Sanders quote of £390.00 one off costs plus £30.00 monthly to create a meetings diary page. [See additional information](#)
- 18.** Consider and vote on whether to purchase Cyber Crime insurance cover of £319.20. [See additional information](#)
- 19.** Consider and vote on payment of £60.00 as a donation to the Royal British Legion in lieu of purchasing new wreaths. (Wreaths being recycled from last year)
- 20.** Brief overview of viewing transactions, and cost centre postings on Xero. (To assist with the budget vs expenditure reporting) RFO to lead session on office monitor.
- 21.** Review budget requests received so far from Committees for 2023/24 budget. [See additional information](#)
- 22.** Initial review of budget and suggested precept for 2023/24. [See additional information](#)
- 23. Contracts – No items**
- 24.** Items for inclusion on next agenda
(Cannot be discussed or voted on at this meeting)

Next meeting: Tuesday 3rd Jan 2023 at 7.30pm The Old Chapel on Butts Road. **Note – there may have to be an additional meeting in December to work on budget and precept.**

Signed: C Wilkinson (Clerk)03.11.2022

Current Committee:

Cllrs Matt Harris (Council Chairman & Committee Chairman), Danielle Simpson, Jon Jackson, Andy Rogers (Committee Vice Chairman) Chay Ford and Ian Kearsey.

Legislation that allows the Council to act:

Item 7 office phone system LGA 1972 s111

Item 8 Coronation budget LGA 1972 s145

Item 10 – Defib pads LGA 1972 s137

Item 11 – Cemetery Safety inspection LACO 1977. Article 3. Or LGA 1972 s.215(1)&(2)

Item 12. Christmas Trees LGA 1972 s137

Item 13. Poppies. LGA 1972 s137

Item 14. Willow tree LGA 1972 s137

Item 16. Netball Grant LGA 1972 s137

Item 17 Sanders website quote LGA 1972 s142

Item 18. Cyber insurance LGA 1972 s111

Item 19. Wreaths LGA 1972 s137

Chiseldon Parish Council under law, has a duty to conserve biodiversity under the Natural Environment and 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