

# *Chiseldon Parish Council*

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

**held on Tuesday 2nd May 2023 at 7.30pm. At the Old Chapel, Butts Road, Chiseldon.**

**Present:** Cllr Matt Harris (Committee Chair), Cllr Andy Rogers (Committee Vice Chair), Cllr Ian Kearsey & Cllr Chay Ford. RFO Nina Hempstock taking the minutes.

**23/1. Apologies for absence:** Cllr Jon Jackson (away). **Absence without apologies:** Cllr Danielle Simpson.

**23/2. Declarations of interest & approval of any dispensations.** None.

**23/3. Public recess.** None.

**23/4. Approve the minutes from 7th March 2023.** No changes.

**A proposal was made to approve the minutes from 7th March 2023 as an accurate representation. The proposal was seconded and all Cllrs were in favour.**

**23/5. Action points**

**Clerk 22/48.** Clerk to provide further information on what level any compensation should be set at and whether there is any precedence set/guidance, or advice from the ICCM. Clerk to advise what the maximum level covered in the insurance is. ICCM have no further advice on levels to set. Cllr Harris requested this becomes a confidential item. The Council discussed whether a policy is needed and requested a draft be created for the finance committee to review. DONE.

**Clerk/RFO 22/104.** Clerk/RFO to investigate HMRC regulations regarding re-payment and seek advice from our accountant, to ensure repayments comply with regulations. No longer required.

**Clerk 22/106.** Clerk to buy bins for CVPA. DONE.

**Clerk/RFO 22/109.** Clerk/RFO to get grant applications from Chiseldon Primary School, Scouts and Guides Groups and pay grant awards. Scouts & Guides grants have been paid. Application from the school not yet received, offer expires 30th June. ONGOING.

**Clerk 22/112.** Clerk to book IT safety audit with CIS Limited. DONE.

**Clerk 22/111.** Clerk to supply amount for 2 new SIDS for Hodson and Draycot Foliat. ONGOING.

**RFO 22/107.** RFO to investigate whether Unity provide a sweeping service, to help manage amounts held within the current/savings accounts and arrange for funds to be moved from Santander. No sweeping facility in Unity. Transfer of funds from Santander in progress. ONGOING.

**23/6. HR:** No items. Clerk’s appraisal has been completed.

**Finance:**

**23/7. Approval of virement of £1000 from unallocated funds to a fund to support the purchase and install of a defibrillator in Hodson. Supported by EGPA committee. Residents to raise the remaining funds required.**

**A proposal was made to approve a virement of £1000 from unallocated to support the purchase and install of a defibrillator in Hodson. The proposal was seconded and all Cllrs were in favour.**

**23/8. Approval of £8.00 delivery cost shortfall on purchase of memorial bench coming from CPC funds and not charged to the customer.**

**A proposal was made to approve £8.00 delivery cost shortfall on purchase of memorial bench coming from CPC funds and not charged to the customer. The proposal was seconded and all Cllrs were in favour.**

**23/9. Committee Chairman (EGPA, Planning and Rec ground improvements) to update the committee on actual and forecast expenditure against budget from 1st April 2023. See additional information.**

Committee Chairman noted “one off” project funds for 2023/24. Cllr Kearsey queried if there were still CPC funds set aside for the NHP if we are unable to obtain a grant again this year. £10k CPC funds in 2023/24 allocated reserves budget.

**23/10. Approval of an amount of the allocated youth funds (Total £2000 in fund) to BEST to provide youth sessions within Chiseldon.**

BEST to provide a complete service for youth sessions, with 4 staff for up to 40 local children as follows:

£1200 for 6 2 hour sessions, £400 for 2 sessions over Christmas, £200 for 1 session for Oct half term & £200 for 1 session in Feb half term. Total £2000, budgeted for 2023/24. Advertising and bookings restricted to local children.

**A proposal was made to approve £2,000 from allocated youth funds for BEST to provide youth sessions within Chiseldon. The proposal was seconded and all Cllrs were in favour.**

**23/11. To determine any actions and approve delegated power to the Clerk for purchases required after the recent IT/security audit.**

Cllrs suggested the following actions: Request CIS to quote on remediation of issues raised. AWS account backup of Microsoft server – solution for backup and a diagram of how it works. Get them to do authentication, quote for new router, fix all problems, options for ongoing support but advise it doesn’t warrant a monthly fee. Do they do pre-pay or pay as you go plan? Would they administrate office 365? Checking once a month updates are pushing, checking encryption is on, get a basic service cheaply. What is the hourly rate or cost of an annual review?

**A proposal was made to approve delegated power to the Clerk for purchases required after the recent IT/security audit, to a maximum of £1000 (anything more needs to go back to Council). The proposal was seconded and all Cllrs were in favour.**

**23/12. Contracts:** No items.

**23/13. Items for the next agenda.** None.

The meeting closed at 19:57.

**Next meeting:** Tuesday 4th July 2023 at **7.30pm** The Old Chapel on Butts Road.

**ACTION POINTS**

**Clerk/RFO 22/109.** Clerk/RFO to get grant applications from Chiseldon Primary School. Application not yet received, offer expires 30th June.

**Clerk 22/111.** Clerk to supply amount for 2 new SIDS for Hodson and Draycot Foliat.

**RFO 22/107.** RFO to arrange for funds to be moved from Santander. In progress.

**Clerk 23/10.** Clerk to organise youth provision from BEST during school holidays.

**Clerk 23/11.** Clerk to request quote from CIS based on actions Cllrs suggested from the IT/security audit. (Request CIS to quote on remediation of issues raised. AWS account backup of Microsoft server – solution for backup and a diagram of how it works. Get them to do authentication, quote for new router, fix all problems, options for ongoing support but advise it doesn’t warrant a monthly fee. Do they do pre-pay or pay as you go plan? Would they administrate office 365? Checking once a month updates are pushing, checking encryption is on, get a basic service cheaply. What is the hourly rate or cost of an annual review?)