

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 26th March 2024 at 7.30pm at the Old Chapel, Butts Road, Chiseldon.

AGENDA

Note – for any items that are not confidential, the public should request to see “Additional information” from the Clerk prior to the meeting. The information will not be available during the meeting.

- 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 2nd January 2024. To note the 2nd March meeting was inquorate.
- 5.** Action points from 2nd January minutes

HR.

- 6. To review and vote on updating the RFO’s contract with regards to holiday entitlement to bring it in line with the Clerks. [See additional information](#)**

Finance –

- 7. To consider and vote on distributing the remaining £749.00 of the grants and donations fund to local groups and charities. [See additional information for details and the councils policy for grants and donations.](#)**
- 8. If required, to review and vote on any action to be taken from bad debtor for hall hire. To be reviewed in conjunction with the council’s “Bad debtor” policy. [See additional documentation.](#)**
- 9. UPDATED - To discuss and vote on internal auditors recommendation to maximise interest paid on council funds in savings account. To select a Financial Advisor quote and approve costs to facilitate this. Committee to also vote on approving the risk assessment questionnaire to be sent to Mather and Murrey. [See additional information.](#)**

10. To discuss and vote on SBC's request for £2000 expenditure from the PC to create an official map detailing walks in the Chiseldon area.
[See additional information.](#)

11. To discuss and vote on changing the regular day of the week for Finance meetings to ensure more Cllrs can attend. Wednesday suggested.

12. To approve expenses costs to the handyman of £4.95 for defib cabinet door batteries with no receipt.

13. To approve costs of £288 ex VAT for the Clerk to attend a St Johns Ambulance first aid at work refresher course (2 days).

14. Approve £121.25 for replacement defib pads for the pavilion.
(Current pads expire April 24)

15. Vote on whether to spend £55.00 on a Lamp Light of Peace.
[See additional information.](#)

16. Approval of £79.00 to the Chiseldon House Hotel for tea/coffee for the annual parish meeting on 8th April.

Contracts – No items

17. Items for inclusion on next agenda
(Cannot be discussed or voted on at this meeting)

Next meeting: July 2024, **Date to be confirmed.** at 7.30pm The Old Chapel on Butts Road.

Signed: C Wilkinson (Clerk) 19.03.2024

Clair Wilkinson

Current Committee:

Andy Rogers, (Committee Vice Chairman) and Ian Kearsy (Committee Chairman), Chay Ford, Jon Jackson, Steve Woodham and Fareed Quidwai.

Legislation that allows the Council to act:

Item 7. Grants and donations. [LGA 1972 s.137](#) or LG(MP)A 1976 s.19(3)

Item 9. Maximising funds LGA 1972 s.111

Item 10 Map LGA 1972 s.144

Item 12 batteries Public health act 1936. Section 234

Item 13 Course LGA 1972 s.111

Item 14. Defib pads Public health act 1936. Section 234

Item 15. Lamp [LGA1972 S137](#)

Item 16. Tea/coffee annual meeting. LGA 1972 s 150(2)

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