

Chiseldon Parish Council



MINUTES of the FINANCE, POLICIES/CONTRACTS AND HR COMMITTEE meeting held on Tuesday 26th March 2024 at 7.30pm. At the Old Chapel, Butts Road, Chiseldon.

Present: Cllr Ian Kearsley (Committee Chair), Cllr Chay Ford & Cllr Steve Woodham. RFO Nina Hempstock taking the minutes.

23/52. Apologies for absence: Cllr Jon Jackson, working away. **Absence without apologies:** Cllr Fareed Quidwai and Cllr Andy Rogers.

A proposal was made to approve the apology for absence with the reason given. The proposal was seconded and all Cllrs were in favour.

23/53. Declarations of interest & approval of any dispensations. None.

23/54. Public recess. None.

23/55. Approve the minutes from 2nd January 2024. No changes.

A proposal was made to approve the minutes from 2nd January 2024 as an accurate representation. The proposal was seconded and all Cllrs were in favour.

23/56. Action points

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?). Quotes not received from companies, x2 approached. Cllr Kearsley has the new router and log in details, he has now set it up and is ready to bring it into the office. ONGOING.

Clerk 23/26. Clerk to progress purchase of 2 benches (suggested locations at New Road near allotments and Hodson Road/Home Close), as approved by the August EGPA committee. EGPA approved locations at March meeting. Clair can now order benches & arrange installation. ONGOING.

Clerk 23/39. To investigate how long it would take to acquire land for a new burial site. Info circulated by Clerk in Feb. DONE.

Clerk 23/40. Present precept and budget to Jan 24 full council for approval/adjustment. DONE.

RFO 23/40. Make sure a suitable copy of the budget is prepared for loading onto the councils website. DONE.

Clerk 23/41. Add summary of 3 months spend on Unity payment card to July agenda for review, so Cllrs can amend the max card limit if necessary, prior to large payments due in August. Action for July. ONGOING.

RFO 23/41. Arrange for payment card limit to be increased to £1,500. DONE. Provide summary of 3 months spend on Unity payment card for July’s finance meeting. Action for July. ONGOING.

Clerk 23/42. Write a recorded delivery letter to the late debtor laying out the final payment terms. Bring back to March meeting if not successful outcome. Letter sent with new terms agreed. Item will continue to be on agenda at each finance meeting for updates. DONE.

RFO 23/43. Carry out approved virements. Completed, apart from Muga (pending goals work) and cemetery (pending end of year). ONGOING.

RFO 23/45. Talk to Justine and other Clerks/RFO’s to determine the best high interest fund. Bring back to March Finance committee meeting. DONE.

Clerk 23/46. Ask questions to SBC ref Chiseldon walking map. Clerk provided replies from SBC. DONE.

Clerk 23/47. Add item to Full council agenda to ask for alternative ideas for spending £62,000 CIL funds. DONE.

Clerk 23/49. Ask Committee Cllrs for preferred days of the week to change meetings to. Add to March agenda. DONE.

23/57. HR: To review and vote on updating the RFO’s contract with regards to holiday entitlement to bring it in line with the Clerks.

A proposal was made to approve updating the RFO’s contract with regards to holiday entitlement. The proposal was seconded and all Cllrs were in favour.

23/58. FINANCE. To consider and vote on distributing the remaining £749.00 of the grants and donations fund to local groups and charities.

The following donations totalling £749 were suggested:

- £200 to Chiseldon Local History Group
- £200 to Wiltshire Air Ambulance
- £200 to Youth Adventure Trust
- £74.50 to Prospect Hospice
- £74.50 to Brighter Futures

A proposal was made to approve the above donations from 2023-24 grant funds. The proposal was seconded and all Cllrs were in favour.

23/59. FINANCE. 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.

Cllrs were advised new payments have been agreed since the last meeting and 2 payments have been received on time.

A proposal was made to accept this update and course of action to recover the debt. The proposal was seconded and all Cllrs were in favour.

23/60. FINANCE. 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.

Cllrs discussed the need to balance the risk of investing public money, being risk averse while also reducing risk of loss caused by inflation. Cllrs considered various options and suggested trialling a CCLA high interest daily access account (current yield of 5.2%), with an initial deposit of £200k. Cllrs requested to closely monitor performance at each finance meeting.

A proposal was made to approve opening a CCLA daily access account with an initial deposit of £200k. The proposal was seconded and all Cllrs were in favour.

23/61. FINANCE. 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.

Cllrs requested this item be brought to Full Council for review, so wider input can be sought from Cllrs (it was noted Cllr Whitehead has been working on path data collecting) and was suggested to advertise so members of the public can have input too.

A proposal was made to propose this course of action and add to a full council agenda. The proposal was seconded and all Cllrs were in favour.

23/62. FINANCE. To discuss and vote on changing the regular day of the week for Finance meetings to ensure more Cllrs can attend.

A proposal was made to approve changing the regular day for Finance meetings to Wednesday. The proposal was seconded and all Cllrs were in favour.

23/63. FINANCE. To approve expenses costs to the handyman of £4.95 for defib cabinet door batteries with no receipt.

A proposal was made to approve expenses costs to the handyman of £4.95 for defib cabinet door batteries with no receipt. The proposal was seconded and all Cllrs were in favour.

23/64. FINANCE. To approve costs of £288 ex VAT for the Clerk to attend a St Johns Ambulance first aid at work refresher course (2 days).

Cllrs queried the extent of benefit as staff work the majority of time remotely. Given the date of the course may be before the next meeting, it was proposed the council approve the training on the condition that Cllr Kearsey would discuss the benefit of the training to justify the cost.

A proposal was made to approve £288 ex VAT for the Clerk to attend a St Johns Ambulance first aid at work refresher course on the condition Cllr Kearsey and the Clerk discuss the benefits to make sure the costs are justified. The proposal was seconded and all Cllrs were in favour.

23/65. FINANCE. Approve £121.25 for replacement defib pads for the pavilion. (Current pads expire April 24).

A proposal was made to approve £121.25 for replacement defib pads for the pavilion. The proposal was seconded and all Cllrs were in favour.

23/66. FINANCE. Vote on whether to spend £55.00 on a Lamp Light of Peace.

Cllrs discussed an indoor lamp used at the church would be a safer option than an outdoor lamp left unattended. Cllrs requested a suitable indoor lamp be found for consideration.

A proposal was made to approve this course of action. The proposal was seconded and all Cllrs were in favour.

23/67. FINANCE. Approval of £79.00 to the Chiseldon House Hotel for tea/coffee for the annual parish meeting on 8th April.

A proposal was made to approve £79.00 to the Chiseldon House Hotel for tea/coffee for the annual parish meeting on 8th April. The proposal was seconded and all Cllrs were in favour.

23/68. Contracts: No items.

23/69. Items for inclusion on next agenda. None.

The meeting closed at 20:31.

Next meeting: Wednesday 1st May 2024 at **7.30pm** The Old Chapel on Butts Road

ACTION POINTS

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?). Quotes not received from companies, x2 approached. Cllr Kearsey has the new router and log in details, he has now set it up and is ready to bring it into the office. ONGOING.

Clerk 23/26. Clerk to progress purchase of 2 benches (suggested locations at New Road near allotments and Hodson Road/Home Close), as approved by the August EGPA committee. EGPA approved locations at March meeting. Clair can now order benches & arrange installation. ONGOING.

RFO 23/38. Complete virement at year end to move all interest from Unity Savings Account to the Rec Ground improvement fund.

Clerk 23/41. Add summary of 3 months spend on Unity payment card to July agenda for review, so Cllrs can amend the max card limit if necessary, prior to large payments due in August. Action for July.

RFO 23/41. Provide summary of 3 months spend on Unity payment card for July's finance meeting. Action for July.

RFO 23/43. Complete the Muga (pending goals work) and cemetery (pending end of year) virements at year end.

Clerk 23/57. Update the RFO's contract with regards to holiday entitlement.

RFO 23/58. Process approved donations before year end.

RFO 23/60. Arrange opening of a CCLA daily access account with an initial deposit of £200k.

Clerk 23/60. Add CCLA account performance as an item to every finance agenda for monitoring.

Clerk 23/61. Bring SBC's request for £2000 expenditure from the PC to create an official map detailing walks in the Chiseldon area to Full Council for review and for wider Cllr and public input.

Clerk 23/62. Change regular finance meeting day to Wednesday, update schedule of meetings and add to teams etc.

Clerk 23/64. Book first aid refresher course if required after discussion with Cllr Kearsley.

Clerk 23/65. Buy replacement defib pads.

Clerk 23/66. Find a suitable indoor Lamplight of Peace.