

Chiseldon Parish Council



**MINUTES of the FINANCE, POLICIES/CONTRACTS AND HR COMMITTEE meeting
held on Wednesday 4th December 2024 at 7:30pm. At the Old Chapel, Butts Road, Chiseldon.**

Present: Cllr Steve Woodham (Committee Vice Chairman), Stephen Turley and Matthew Hinton. RFO Nina Hempstock taking the minutes.

Cllr Steve Woodham arrived 20:15.

24/47. Apologies for absence: Cllr Ian Kearsey (Committee Chair) away on hols, Cllr Chay Ford has a dispensation given to not attend until Jan 25 & Cllr Jon Jackson has a work commitment. **Absence without apologies:** Cllr Quidwai.

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

24/48. Declarations of interest and vote on any dispensations submitted. None.

24/49. Public recess. None.

24/50. Approval of minutes from 6th November 2024.

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

24/51. Action points. (Completed items in grey)

RFO 24/32&33. Make arrangements for salary adjustments for council staff, along with pension payments. **DONE**

Clerk 24/32&3. To write appropriate addendums to staff contracts to show the approved changes. **DONE**

RFO 24/34&35. Amend precept to £173k, factor in the pay award and adjust budget to balance to the precept. **DONE**

RFO 24/37. Make £60 donation to RBL for wreathes. **DONE**

Clerk 24/38. Arrange Christmas jumper prizes **DONE**

Clerk 24/40. Write letter to Badbury care home to see if they would like to make a donation towards the cost of the defib pads. **DONE.** I sent an email on Wed 20th Nov. No reply. I have printed off a letter to send as well. 29th Nov.

Clerk 24/41. Arrange road sweeper work. Told Allbuild to arrange the work and give me 2 weeks notice for the dates. I am waiting for a date still. ONGOING.

RFO 24/42. Pay £500 allotments invoice to Allbuild DONE

Clerk 24/43. Get 2 more quotes to take down height of the hedge to the rear of the cemetery, for comparison before voting. 1 quote received. Deadline of 2nd Dec given for other quotes. DONE.

24/52. FINANCE. To review adding a further amount to the CCLA account to maximise interest payments of council funds, as recommended by the internal auditor.

A proposal was made to defer this decision to the March finance agenda, to allow time to review progress on the CCLA account. The proposal was seconded and all Cllrs were in favour.

24/53. FINANCE. To approve emergency and H&S maintenance costs for Rec Hall roof repairs carried out. £175.00 & VAT for emergency repairs and £512.00 & VAT for further roof repairs.

Cllr Turley requested more details are provided for future work, to included what materials will be used and how the repairs will be completed etc.

A proposal was made to approve £175.00 & VAT for emergency repairs and £512.00 & VAT for further roof repairs. The proposal was seconded and all Cllrs were in favour.

24/54. FINANCE. Consideration and vote if relevant to approve the updated draft 2025/26 budget and precept.

A proposal was made to the updated draft 2025/26 budget and precept of £173k. The proposal was seconded and all Cllrs were in favour.

24/55. FINANCE. Approval of quote to cut the rear of the Butts Road cemetery hedge down to 6 foot and remove all cuttings.

A proposal was made to approve Allbuild's quote of £2,640 to cut the rear of the Butts Road cemetery hedge down to 6 foot and remove all cuttings. The proposal was seconded and all Cllrs were in favour.

24/56. FINANCE. To review the latest budget vs expenditure report and note any areas for concern of over and underspend. To also consider whether to review this report at each Finance meeting.

Cllrs noted concern for Rec hall building maintenance, with a current underlying £1.7k overspend vs. budget and risk of further repairs, in particular to the roof.

The RFO will produce the variance report for every finance meeting (bi-monthly). It will include 2 sections for the last 2 months and a year to date position.

A proposal was made to review budget vs expenditure report at every finance meeting. The proposal was seconded and all Cllrs were in favour.

24/57. FINANCE. Discussion and vote on moving the remaining funds in the allocated fund for the bell tower refurbishment to another project allocation (project now completed), **£1,700** remaining.

A proposal was made to move the remaining allocated bell tower funds to unallocated reserves, to help pay for the additional cemetery hedge work. The proposal was seconded and all Cllrs were in favour.

24/58. Contracts: No items.

24/59. Items for next agenda. None.

Meeting closed 20:53

Next meeting: Wednesday 8th January 2024 at **7.30pm** The Old Chapel on Butts Road.

Action Points:

Clerk 24/41. Arrange road sweeper work. ONGOING.

Clerk 24/53. Arrange further rec hall roof repairs (£512.00 & VAT).

Clerk 24/55. Butts Road cemetery hedge cut.

RFO 24/57. Move remaining bell tower refurb allocated funds to unallocated reserves.