

Minutes of the meeting of the **Finance and Staffing Committee** held on Tuesday 14 September, commencing at 4.00pm in the Parish Council Office, The Pavilion in the Park, Victory Park.

Present: Councillors Adrian Cross
Christine Fewster
Clive White

In Attendance: Clerk Jeni Marshall

Apologies: Councillor David Dale

FSP46/21 To elect a Chair of Committee
Councillor White nominated Councillor Cross. This was carried with all in favour.

FSP47/21 To elect a Vice-Chair of Committee
Councillor Cross nominated Councillor Fewster. The nomination was carried with all in favour.

FSP48/21 To receive apologies
Apologies were received as above.

FSP48/21 To approve the minutes of the last meeting of the Committee
The minutes of the last meeting of the Committee, held on Tuesday 20th April 2021 were approved as a correct record and duly signed.

FSP50/21 To receive any declarations of interest
None.

FSP51/21 To receive any representations from member of the public
None present

Finance matters

FSP52/21 To receive the financial report to date and consider any underspends
The financial report detailing income and expenditure for the previous months and were approved.

FSP53/21 To verify and sign the bank reconciliation and original bank statements
The bank reconciliation was verified against the original bank statements reconciliation to the bank accounts for July and duly signed by Councillor Cross.

FSP54/21 To consider the internal control procedures
Members discussed the difficulties with internal controls during the pandemic, however it was noted that all controls that could be put in

place was adhered to and since returning to face-to-face meetings, all payments made have been checked and approved.

The internal control policy was considered, and it was agreed that no amendments were needed and full internal controls would resume.

FSP55/21 To increase the credit card limit to £2000

The Clerk explained that to get best value for goods purchased she frequently needed to purchase on-line. She also explained that grant funding was coming in for the café / hub and again she needed to purchase using the credit card.

Members considered the request and agreed that most purchases were made by card. They further discussed the limit and resolved to increase the limit to £3000. Payments made by card will be reported at the monthly Finance meeting.

FSP56/21 To review the earmarked reserves

The earmarked reserves were considered, and it was agreed that as the Pavilion project has now been completed the reserve will be transferred back to the general reserve. The Cashes Green Allotment reserve will be reviewed, and any expenditure used for Down to Earth will be transferred to the General Reserve. The defibrillator reserve will remain in situ to cover the cost of maintenance over the next few years. Elm Road Playing Field reserve was considered, and it was agreed to arrange a Councillor walkabout at the field to discuss any ideas / improvements. The Highways budget was also considered and the Clerk was asked to once again look at a barrier at the end of Dog Alley. The Clerk was also asked to inform the lady who carries out maintenance of the Peace Garden and inform her there is some money for additional plants, in particular spring plants, alternatively the Clerk could purchase some plants and a mechanical dibber and ask the Groundstaff to do the work.

All other earmarked reserves were considered, and it was agreed that they were either in place for maintenance or for a planned project.

FSP57/21 To review the Financial Regulations and make recommendations to the Full Council

The Clerk informed members that paragraph 2.8 - 2.10 are a repeat of paragraphs 2.2 - 2.4 and need deleting. She also asked that paragraph 3.1 be changed from 3-year forecast to annual forecast. She requested that paragraph 5.6 and 5.7 be deleted as all payments including regular payments are approved each month. Finally, after taking advice from GAPTC she requested that paragraph 11h pertaining to 3 quotations be amended from below £3000 and above £100 to above £5000. The Committee agreed to make these recommendations to Full Council.

FSP58/21 To review the Standing Orders and make recommendations to Full Council

The Clerk requested that the temporary paragraph 3x put in during Covid Pandemic be removed for the time being. Other than that Standing Orders were up to date. After a review, the agreed to recommend this to Full Council

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FSP59/21 To note the quarterly VAT Claim

The VAT claim was noted

Staffing Matters

FSP60/21 To consider staff appraisals and any salary increments

Members discussed the staff and agreed that the Clerk will hold appraisals and will report back to the committee. It was further agreed to approve incremental points to 3 members of staff.

FSP61/21 To confirm the date and time of the next committee meeting

The next meeting will be held on October 12 2021

Signed

Dated

Actions

Private and Confidential – for members only

The following details are subject to the exclusion of press and public under the Local Government Act 1972 sch 12A

FS21/19

To consider any salary increments

Members considered each member of staff's salary. It was resolved to increase the Senior Groundsmans salary by two incremental points to point 19, the Assistant Weekend Groundsperson by two incremental points to point 7 and the Clerk's salary by one incremental point to point 37.