

East Donyland Parish Council

Finance & Personnel Committee Meeting – 14th November 2019
St Lawrence School, Rectory Road, Rowhedge, following full council meeting

MINUTES

The Chair, Anna Appleyard, opened the meeting at 8.50pm.

Present: Cllrs A Appleyard, D Clay, N Crouchman, P George, R Helliwell; Clerk - N Matthews & Asst Clerk – E Nelson-Hayes

32/19 To receive and accept apologies and to note absences: all present

33/19 To minute pecuniary & non-pecuniary interests of members in relation to items on the agenda: none.

34/19 To approve the minutes of the meeting held on 11 July 2019: PG proposed; RH 2nd – all agreed.

35/19 Public Participation: to receive information and queries from members of the public relevant to Finance & Personnel Committee business: no members of the public present.

36/19 To review the budget, finance & reconciliation reports produced for the meeting, and to note & approve any necessary virements:

i) **Bank reconciliations (current, deposit and prepaid debit card) 01.11.19:** noted.

iii) **Budget report 01.11.19:** noted, maintenance is overspent due to agreed works on Lion Quay patio and burial ground fence.

37/19 To consider the draft budget for 2020-21 – attached: Cllrs noted their approval of the draft budget, which will be finalised once the tax base is known (in December), and then presented to full council in January for formal agreement before the precept request is submitted. May need to increase the capital budget if any significant items required are identified.

38/19 To consider any current and future training needs of the Clerks, RFO & Councillors: ENH to identify any training needs for her new role. *Action - ENH*

39/19 To consider the annual review of Fees & Charges and recommendations for 2020-21 – attached: Noted that the burial fee structure has been revised as per CBC's scheme, which has removed any burial charges for under 18s. AA proposed the recommendations be approved and the proposed fees and charges agreed; PG 2nd – all agreed.

40/19 To review the Action List pertinent to the Finance & Personnel Committee – attached: noted.

41/19 To note the time and date of next meeting as 9th January, following full council meeting: noted.

Part 1 of the meeting closed at 8.59pm.

Part 2 - Closed to the press and public due to the sensitivity of the item under discussion

42/19 To confirm detailed arrangements for staffing following on from item 133/19 in the November full council meeting: NM to prepare a draft contract using the agreed template and send to AA for approval. ENH to liaise with AA to schedule review meetings prior to the next F&P Cttee meeting as per the proposal agreed by full council. *Action – NM/ENH*

The meeting closed at 9.01pm.

Agreed as a true record.

Signed: Date: