



EAST DONYLAND PARISH COUNCIL

Finance & Personnel meeting - 12th May 2022, St Lawrence School, Rectory Rd, Rowhedge following the Full Council meeting

MINUTES

Present: Cllrs Doug Clay, Anna Appleyard, Bob Dodson, Clerk Elizabeth Nelson-Hayes & no members of the public.

001/22 To elect a Committee Chairperson for the forthcoming year: AA proposed DC to be re-elected as Chair, BD 2nd - all agreed.

002/22 To elect a Committee Vice-Chair for the forthcoming year: DC proposed MC to be re-elected as vice chair, BD 2nd - all agreed

003/22 To receive and accept apologies and to note absences: Apologies received and accepted for Cllr Cartwright.

004/22 To minute pecuniary & non-pecuniary interest of members in relation to items on the agenda: None

005/22 To approve the minutes of the meeting held on 10 March 2022: DC proposed the minutes to be correct - all agreed.

006/21 Public Participation: to receive information and queries from members of the public relevant to Finance & Personnel Committee business: None in attendance.

007/22 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) 01.03.22 - Noted
- ii) Budget 01.03.22 - Noted

008/22 To consider any current and future training needs of the Clerks, RFO & Councillors:
Michelle Small is attending Exclusive Right of Burial Training 24th-25th May
Cllr Dodson has Cllr training booked.

009/22 To consider membership to Institute to Cemetery & Crematorium Management for £95; DC proposed to join ICCM, AA 2nd - all agreed.

010/22 To note the revised Asset Register as at 31.03.22 - The new benches and wheelchairs need to be added into the body of the document. Noted

011/22 To review the Action List pertinent to the Finance & Personnel Committee: To ask Cllr Brett to research remote payments.

012/22 To note the time and date of next meeting as 14 July 2022, following full council meeting:
Noted

PART 2 - excluding public & press to discuss items of a confidential nature.

013/22 To notify the committee of the increase of the national minimum wage for the litter picker.
The increase was noted, the amount changed nationally on April 1st.

014/22 To discuss annual leave for the Assistant Clerk as per her contract. DC proposed to accept the 10 days annual leave, to take it in manageable amounts, not one lump. To explore further opening the office every day.

Meeting closed 8.50pm

Agreed as a true record.

Signed..... Date.....
Chair