

# East Donyland Parish Council

Finance & Personnel Committee Meeting – 23<sup>rd</sup> November 2016

The Football Club, Rectory Road, Rowhedge starting 7pm.

## MINUTES

The Chairman, Tony Pullon, opened the meeting at 7pm.

**Present:** Cllrs T Pullon, P George, N Crouchman, R Helliwell, A Appleyard, D Clay; Clerk - N Matthews

**36/16 To receive and accept apologies and to note absences:** none, all present

**37/16 To minute pecuniary & non-pecuniary interests of members in relation to items on the agenda:** none

**38/16 To approve the minutes of the meeting held on 28<sup>th</sup> September 2016:** RH proposed, DC 2<sup>nd</sup> - all agreed.

**39/16 Public Participation: to receive information and queries from members of the public relevant to Finance & Personnel Committee business:** no members of the public present.

**40/16 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) 01.11.16:** noted. NM to add previous year balances in future for comparison purposes. *Action – the Clerk*

**ii) Budget report 01.11.16:**

Burial ground income low to date – may need to review 2017-18 budget to reflect this. Budget for benches will be overspent due to new bench, cost agreed by council.

**41/16 To consider any current and future training needs of the Clerks, RFO & Councillors:**

AA would like to attend cllr training with EALC if it can be fitted around work schedule – NM to forward training dates. *Action – the Clerk/AA*

**i) Website development training – Assistant Clerk as identified at progress review:**

DC has sent some information on online courses to ENH; another option is to engage the council's website designer to carry out some training. TP to discuss and identify training needs with ENH and obtain quotes for the committee to consider. *Action – TP / Asst Clerk.*

**42/16 To review the following documents (circulated electronically) as part of the annual policy & procedure review process:**

**i) Staff Handbook – no amendments proposed:** PG proposed, RH 2<sup>nd</sup> – all agreed.

**ii) Financial Regulations – proposed amendments to sections 1.6 & 11.1 in line with NALC guidance (refer attached):** TP proposed that the threshold for triggering the new national contract tendering process be amended to £25,000 as recommended by NALC, and a further point be added to the regulations stating that EALC will apply an in-house tender process for contracts between £10,000 and £25,000 in value (using wording from previous version of regulations). NC 2<sup>nd</sup> – all agreed. *Action – the Clerk*

**43/16 To finalise the budget for installing fairy lights in the Holm Oak tree:** The Clerk updated the Committee regarding quotes obtained – the total estimated cost including 2000 lights, all electrical work required and cherry picker is £985. The Albion have kindly offered a donation of £100 towards this project, and Cllr Rowland can install the lights on 03.12.16. RH proposed that the installation go ahead in time for a switch-on on 3<sup>rd</sup> Dec at a maximum cost of £1,000 and that the council accept the generous offer from the Albion; NC 2<sup>nd</sup> – all agreed. *Action – the Clerk/JR*

**44/16 To review the Action List pertinent to the Finance & Personnel Committee:** noted – the 2017-18 budget will be presented to council in January for agreement.

**45/16 To note the time and date of next meeting as 25<sup>th</sup> January 2017, 7pm:** noted.

The meeting closed at 7.35pm.

Agreed as a true record.

Signed: ..... Date: .....