

East Donyland Parish Council

Finance & Personnel Committee Meeting – 26th July 2017
The Football Club, Rectory Road, Rowhedge starting 7pm.

MINUTES

The Vice Chairman, Doug Clay, opened the meeting at 7pm as acting Chairman.

Present: Cllrs D Clay, A Appleyard, P George; Clerk - N Matthews

- 12/17 To elect a Committee Chairperson for the forthcoming year:** PG nominated Cllr Appleyard – all agreed. AA took over as chair of the meeting.
- 13/17 To elect a Committee Vice-Chair for the forthcoming year:** PG nominated Cllr Clay – all agreed.
- 14/17 To receive and accept apologies and to note absences:** Apologies received from Cllrs Crouchman & Helliwell.
- 15/17 To minute pecuniary & non-pecuniary interests of members in relation to items on the agenda:** none
- 16/17 To approve the minutes of the meeting held on 3rd May 2017:** DC proposed, PG 2nd - agreed.
- 17/17 Public Participation: to receive information and queries from members of the public relevant to Finance & Personnel Committee business:** no members of the public present.
- 18/17 To review the budget, finance & reconciliation reports produced for the meeting, and to note & approve any necessary virements:**
i) **Bank reconciliations (current, deposit and debit card) 01.07.17:** noted.
ii) **Budget monitoring report 01.07.17:** noted, including new format. The Clerk to see if this can be adjusted to reflect percentage of budget spent as previously included. *Action – the Clerk.*
- 19/17 To consider any current and future training needs of the Clerks, RFO & Councillors:** None at present; noted that there are two cllr vacancies at present so future training may be needed once these are filled. The Clerk to produce a cllr training plan in line with the requirements for the council to apply for quality status. *Action – the Clerk.*
- 20/17 To agree a scale point pay rise for the Clerk in accordance with their employment contract following CiLCA qualification:** The increase is approx.40p/hr, total impact on annual budget just over £400. PG proposed this be agreed; DC 2nd – agreed.
- 21/17 To agree timescales and responsibilities for carrying out the annual staff performance reviews:** These need to be completed by 20th Sept. Agreed that PG & RH will carry out the Clerk's review, and AA & NM will carry out the Asst Clerk's review. NM to liaise with ENH and circulate dates. *Action – the Clerk.*
- 22/17 To receive an update from the Clerk regarding forthcoming leave requirements:** Stage 2 will be completed on 17 August; following that NM hopes to be able to give approx. 2 months' notice of when leave will start (timescales not yet known). NM to prepare advert/job spec etc for temporary vacancy and identify where to advertise. *Action – the Clerk*
- 23/17 To review the Action List pertinent to the Finance & Personnel Committee:** noted.
- 24/17 To note the time and date of next meeting as 27 September 2017, 7pm:** noted.

The meeting closed at 7.21pm.

Agreed as a true record.

Signed: Date: