

East Donyland Parish Council

Finance & Personnel Committee Meeting – 11th July 2019

St Lawrence School, Rectory Road, Rowhedge, following full council meeting

MINUTES

The Vice Chair, Doug Clay, opened the meeting at 7.54pm.

Present: Cllrs D Clay, N Crouchman, P George, R Helliwell; Clerk - N Matthews

- 13/19 To receive and accept apologies and to note absences:** Apologies received from Cllr Appleyard.
- 14/19 To minute pecuniary & non-pecuniary interests of members in relation to items on the agenda:** none.
- 15/19 To approve the minutes of the meeting held on 9 May 2019:** PG proposed – all agreed.
- 16/19 Public Participation: to receive information and queries from members of the public relevant to Finance & Personnel Committee business:** no members of the public present.
- 17/19 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) 01.07.19:** noted.
 - iii) **Budget report 01.07.19:** noted, no virements required.
- 18/19 To consider any current and future training needs of the Clerks, RFO & Councillors:** the Clerk has attended training on Playground Inspections and revised Standing Orders and is booked to attend Law & Procedures training in September. AA has requested details of planning training, NM to provide. *Action – the Clerk*
- 19/19 To plan the annual staff progress reviews for the Clerk & Asst Clerk which are due to take place in August:** cllrs agreed that AA & NM will carry out the review for ENH and PG & RH will carry out the review for NM. NM to circulate dates to all involved. *Action – the Clerk*
- 20/19 To review the Action List pertinent to the Finance & Personnel Committee – attached:** noted.
- 21/19 To note the time and date of next meeting as 12th September, following full council meeting:** noted.

The meeting closed at 7.57pm.

Agreed as a true record.

Signed: Date: