



## CHURCHILL PARISH COUNCIL

### MINUTES OF THE FINANCE & PERSONNEL COMMITTEE MEETING 6<sup>th</sup> DECEMBER 2021

**Present:**

**Committee Members** – Councillors Richard Baker (Chair of Committee), Jackie Bush, Jan Murray, Mimi Simpson, and Jon Ronicle.  
Parish Clerk S Diaz

**If the Council wishes to exclude the public for a particular agenda item, the following resolution must be passed:**

*'That the public be excluded from the meeting during consideration of agenda item(s) ... on the ground that publicity would be prejudicial to the public interest [by reason of the confidential nature of the business] or [for other special reason which must be stated].'*

**1. Apologies for absence.**

M Dolton – Responsible Finance Officer (RFO) sent his apologies.

**2. To confirm and sign the minutes of meeting held on 19<sup>th</sup> July 2021.**

It was resolved to approve the minutes of the meeting held on 19<sup>th</sup> July 2021 and the Chairman of the Finance Committee signed them as an accurate record.

**3. To receive Councillor's declarations of interest.**

There were no declarations of interest.

**4. Public Participation**

To receive and hear any person who wishes to address the Committee. The Chairman of the Committee will select the order of the matters to be heard. Each speaker will be limited to a period of three minutes (to a maximum of 15 minutes total public participation at the Chairman's discretion)

There were no members of the public present.

**5. To review the budget / expenditure to date for 2021-22.**

The RFO sent an updated report on the budget/expenditure for 2021-22. It was agreed to purchase a Data Logging Device for monitoring speeding vehicles to the current budget. This will be added to the full council agenda for 13.12.21 for approval.

**6. To consider the report of the Internal Auditor for the first half year.**

The internal auditors report and actions required were noted.



**7. To consider the budget process and timetable for 2022-23.**

The RFO advised prior to the meeting that the Band D figures from North Somerset Council had not yet been received. Therefore, a draft budget will be prepared with the Finance Chairman and Parish Clerk to present to the Finance Committee to discuss and approve at the meeting in January 2022. The committee raised concerns on increased costs due to inflation and the maintenance within the parish which will be discussed in detail.

**8. To review the council's banking arrangements**

It was resolved to change the Parish Council's current account to Unity Trust and to research further savings account to safeguard Parish funds.

**9. To note the Retirement of the Finance Officer-RFO w.e.f. 31 01 2022**

It was noted that the RFO will retire on 31.1.22. The RFO has been a true asset to the Parish Council and will be duly missed.

**10. To consider staffing of the role of RFO from 01 02 2022 onwards**

It was unanimously agreed that the Parish Clerk will be appointed RFO from 1.2.22 and will add 6 hours per week to carry out the post. It was agreed by the finance committee that the Parish Council will outsource payroll to Pata Payroll services. The Parish Clerk has requested using Scribe software which will provide an annual saving against the current software. The Finance Committee agreed for M Dolton to cover urgent emails during the clerk's annual leave at an agreed cost. It was agreed to review the internal audit schedule. A report will be prepared by the Finance Committee Chairman for the full Council meeting on 13.12.21 on the arrangements from 1.12.21. The Committee will review the Terms of Reference.

**11. Staff Pension – Avon Pension Fund.**

It was resolved to approve option 2 of the Avon Pension Fund.

Date of next scheduled meeting: 10<sup>th</sup> January 2022. (Budget only)

Signed by Chair of Committee.....

Date.....