



CHURCHILL PARISH COUNCIL

FINANCE AND PERSONNEL COMMITTEE

Minutes of the meeting held on Monday 15th July 2019 at 7.30 pm

Present :-

Members of Committee:- Councillors Dev Clutterbuck, Jackie Bush, Ruth Bruton, Tim Jessiman and Bill Carruthers.

Also present : Martin Dolton – Finance Officer (RFO)

No members of the public were present

1920/FP/001 Apologies for absence.

Councillor James Hoddell

1920/FP/002 To elect a Chair for the ensuing year.

Councillor Dev Clutterbuck was nominated and duly seconded to serve as Chair for the 2019-20 year. There being no further nominations, he was elected by vote.

RESOLVED

Councillor Dev Clutterbuck is elected as Chair of the Finance & Personnel Committee for the 2019-20 year.

1920/FP/003 To elect a Vice Chair for the ensuing year.

Councillor Ruth Bruton was nominated and duly seconded to serve as Vice Chair for the 2019-20 year. There being no further nominations, she was elected by vote.

RESOLVED

Councillor Ruth Bruton is elected as Vice Chair of the Finance & Personnel Committee for the 2019-20 year.

1920/ FP/004 To confirm and sign the minutes of the meeting held on 29th April 2019

The minutes of the meeting held on 29th April 2019 were agreed and signed as a correct record.

1920/ FP/005 Declarations of Interest from Councillors.

NIL

1920/ FP/006 Public Participation

There were no members of the public present.

1920/FP/007 To review the budget / expenditure to date for 2019-20

Members had been in receipt of the latest update of spend vs budget for the current financial year.

Members worked through the detail, and after minor queries were raised were satisfied that the Q1 spend was overall in line with the budget. The Finance Officer had raised an issue in his report relating to the projected overspend on water supply charges at the allotment site.

RESOLVED :-

The spend vs budget for the current financial year is noted as being overall within budget. The Open Spaces and Allotments Committee will review the issues relating to the water supply charges at the allotments at their next meeting.

1920/ FP/008 To consider the adoption of an investment strategy and policy

Members considered a report and draft investment policy from the Finance Officer, as this is now required by Regulations.

RESOLVED :-

The Finance & Personnel Committee recommend that the Parish Council adopt the proposed investment policy at their meeting to be held on 12th August 2019.

1920/ FP/009 To review Financial regulations and make recommendations to the full Council.

Members had been in receipt of a report from the Finance Officer recommending minor amendments to the Financial Regulations of the Council relating to correct wording in light of the recent staffing re-structure.

RESOLVED:-

The Finance & Personnel Committee have reviewed the Financial Regulations of the Council and recommend that the proposed minor amendments be adopted.

1920/ FP/010 To consider approval to apply for a grant for architect / consultancy work relating to a potential building project.

Councillor James Hoddell informed members that in order to take the long term proposals for a building project ahead, more detailed plans and advice would now be required. Following research he had become aware that grant funds may be available for such work and sought consent to apply to Homes England for a funding grant. There would be no financial commitment to the Parish Council. Following discussion it was agreed:-

RESOLVED:-

The Finance & Personnel Committee approve that Councillor James Hoddell on behalf of the Parish Council will apply for grant funding from Homes England for feasibility and preparation costs relating to a potential building project. This is subject to there being no expenditure or commitment to expenditure by the Parish Council, and no commitment that the Parish Council will proceed with the development.

1920/FP/011 To review the hours of work of staff

Members considered the hours and individual workloads of the staff since the introduction in mid-May 2019 of the new structure and task distribution. It was agreed that the working hours of the staff should remain as currently distributed at this time, the matter to be reviewed further in November 2019. It was also agreed that with the staff workload ever increasing and the Parish being subject to significant current and future population growth, any funds underspent in the staffing budget in the current financial year (ending 31 03 2020) would be placed in an earmarked reserve to assist with meeting any future needs.

RESOLVED:-

Working hours of staff will be further reviewed at the next meeting of this committee and any funds underspent in the staffing budget in the current financial year (ending 31 03 2020) would be placed in an earmarked reserve in March 2020 to assist with meeting any future needs.

1920/FP/012 Matters For Information

- Councillor Tim Jessiman informed the meeting that whilst conducting a recent weekend community 'litter-pick' within the Parish, the attendees had been unable to gather litter due to the neat and tidy state of the village area. It was agreed by all present that this was due to the efficient and effective work of the village orderly (Michele Miles) employed by the Parish Council, and that this achievement should be recorded and the sincere gratitude of the Parish Council conveyed to Michele.
- It was agreed that the internal Councillor spot check audits for the current financial year will be conducted by:-

Q1 (Conduct in July / August 2019)	Councillor Jackie Bush
Q2 (Conduct in October/November 2019)	Councillor Tim Jessiman
Q3 (Conduct in January 2020)	Councillor Ruth Bruton
Q4 (Conduct in April 2020)	Councillor Dev Clutterbuck

There being no further business the meeting closed at 8.41pm

Signed by Chair of Committee

Date

- Next Scheduled Meeting : Monday 25th November 2019