



**Minutes of the Finance and Staffing Committee Meeting
held on Monday 4 July 2016 at 7.30 pm
in the Fair Oak Village Hall**

Those Present: Mr P Barrett, Mrs H Douglas (Chairman), Mr J Goss, Mr H McGuinness & Mr P Spearey

Other Members Present: Mrs M Shephard

Apologies: Mr A Cossey & Mr R Smith

In Attendance: Mrs C Gosling, Clerk & Mrs J Cahill, RFO

PUBLIC SESSION

None Present

1 DECLARATIONS OF INTEREST

Mrs Douglas – agenda item 6

2 MINUTES

The Minutes of the meeting dated 14 March 2016 (previously approved at Full Council on 18 April 2016) were noted.

3 MATTERS ARISING

None.

4 CORRESPONDENCE

- NJC – pay award agreed at 1%
- LGA – advise of the pay award and the increase of the proposed hourly rate to the National Living Wage in 2020.
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5 SPEND TO DATE

The RFO presented the performance to date against budget 2016/17. Total spend to date is £82,732. Available spend £239,781.

6 SECTION 137 GRANT PROVISION

Application for grant provision were received from:

Wyvern – require funding towards their art festival. Mr Spearey proposed £250, Mr Guinness seconded and all voted in favour.

Cruse Bereavement – towards the cost of their services. Mr Spearey proposed £160, seconded by Mr Barrett and all agreed.

Knowle Park Allotment Association – to install a bench in the allotments. Mr Spearey proposed £250, Mr Goss seconded and all voted in favour.

Awaaz FM Community Radio – Mr Spearey proposed to decline the request. The Council's small donation would be irrelevant to the funds they are seeking. Mr Goss seconded and all agreed.

7 REVIEW OF INTERNAL AUDIT AND APPOINTMENT OF INTERNAL AUDITOR

Members reviewed the comments from the internal audit carried out in April.

- Accounting system – under review in the next few months.
- General Power of Competence – to be discussed at the next Policy meeting.
- Accounts presentation – noted.
- Fixed Asset Register – as with accounts system.
- Bank Statement – Members agreed to make more effort to scrutinise the statements.
- Reserves – noted.

8 ALLOCATION OF RESERVES TO THE PROPERTY FUND

The RFO tabled that the Property Fund is yielding a return of 4.77% which is better than our deposit account and Public Sector Fund account. A minimum deposit of £250,000 was required. After some discussion, Members declined to put reserves into this account until after some of the major projects were completed in the next year.

9 FINANCIAL RISK ASSESSMENT

Mr Spearey proposed, Mr Goss seconded to approve the review of the Council's Financial Risk Assessment in accordance with the Accounts and Regulations 2003, amended 2006. All members voted in favour.

10 DIRECT DEBITS

Mr Spearey proposed to approve the variable payment of direct debits for utility suppliers. Mr Goss seconded and all voted in favour.

11 FINANCIAL REGULATIONS

Mr Spearey proposed to approve the updated Financial Regulations. Mr McGuinness seconded and all voted in favour.

12 APPOINTMENT OF APPRENTICE

The Parish Council has a vacancy for the position of a Groundsman Apprentice. Mr Spearey proposed to appoint an apprentice. Mr Barrett seconded and all voted in favour.

The Clerk will start the procedure of advertising the post and the interviews will be held in August with two councillors.

13 PUBLIC BODIES ADMISSIONS TO MEETINGS ACT 1960-C/2

Mrs Douglas proposed, Mr Goss seconded and all voted in favour to pass a resolution to exclude the press and public from the meeting by reasons of the confidential nature of the business to be transacted.

14 STAFFING MATTERS

- Members noted the pay award backdated to all staff of 1% from 1 April 2016.

This was all the business and the meeting closed at 8.15 pm

Signed Chairman