



**Minutes of the Finance and Staffing Committee Meeting
held on Monday 5 March 2018 at 7.30 pm
2 Knowle Park Lane, Fair Oak**

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

Apologies: Mr Cossey, Mr R Rushton & Mr J Sorley

Other Members Present: None

In Attendance: Ms C Gosling (Clerk) & Mrs J Cahill (RFO)

PUBLIC SESSION

No public present.

44 DECLARATIONS OF INTEREST

None received.

45 MINUTES

The minutes of the meeting dated 4 December 2017 (previously approved at Full Council on 18 December 2017) were noted.

46 MATTERS ARISING

There were no matters arising.

47 CORRESPONDENCE

The Pensions Regulator confirming the completion of declaration of compliance. Noted.

48 SPEND TO DATE

The RFO presented the performance to date against budget 2017/18. Total spend to date is £501,304 (transfer from reserves £214,052) Available spend £71,337.

49 SECTION 137 GRANT PROVISION

No applications have been received.

50 ALLOCATION OF CAPITAL RESERVES

The RFO tabled the list of capital projects for the year 2018/19 (see attached). Mr Spearey proposed the capital reserves total of £295,193 for the year ending March 2018 (see attached list). Mr Barrett seconded, and all voted in favour.

Mrs Cahill left the meeting at this point.

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

Mr Spearey proposed, Mr Barrett 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.

52 STAFFING MATTERS

Members discussed staffing issues under confidential business.

- Appointment of Carly Giles as Administrative Assistant started 5.2.18
- Appointment of Alan Diver and Brian Petty, Caretakers start date 1.4.18
- Appointment of Melanie Stephens, Parish Clerk start dated 3.4.18
- Joanna Cahill hours to increase from 10 to 15 per week.
- Gate closures evenings and weekends.
- Appointment of Summer Groundsman 1 May to 31 October 2018.

Mr Barrett approved the staffing appointments, Mr McGuinness seconded and all voted in favour.

53 STAFF APPRAISALS

The Clerk confirmed that all the staff appraisals had been completed.

54 REVIEW OF STAFF STRUCTURE

Members noted that a review of the staff structure will be completed once the new Clerk is in place.

This was all the business and the meeting closed at 8.25pm

Signed Chairman