

## Finance and Staffing Committee

Meeting: Thursday 21st January 2021 7:00pm  
Online

<b>Committee members</b>	Cllrs – P Baker, T Gillespie, M Johnson, B McEldowney, S Osman, I Hooper, J Bate
<b>Members present</b>	Cllrs – B McEldowney, P Baker (Chairman), J Bate, T Gillespie
<b>In attendance</b>	Clerk – Carol Blake Chris Fabray (Neighbourhood Plan Chair)
1. <b>Welcome</b>	The Chairman welcomed everyone to the meeting.
2. <b>Apologies for absence</b>	None received
3. <b>Declarations of Interest</b>	None were made.
4. <b>Dispensations</b>	None requested
5. <b>Public questions</b>	No Members of the public were present
6. <b>Approval of draft minutes of previous meeting</b>	The minutes of the committee meetings held 14/11/2019 were agreed a true record and duly signed.
7. <b>Assistant Clerk's replacement and Interim Arrangements</b>	Detailed discussion regarding Assistant Clerk's replacement as he has handed in his notice of resignation and will be leaving on 28/02/2021. The Clerk agreed to take on most of his planning responsibilities following a knowledge transfer and support from Planning Committee. <b>It was agreed</b> after discussion that Chris Fabray and Clerk would draw up an advert for the "new" job role to include list of jobs that would need to be done to aid the NP and going forward with this. The advert will be taken to next week's FPC meeting to be discussed and approved by PC and then initially advertised with CALC.
8. <b>Appointment of Internal Auditor</b>	Agreed to request Dianne Malley's services for 20/21 accounts
9. <b>Review of Policies</b>	It was agreed that Clerk would provide an up-to-date list of policies with review dates, in particular Risk Assessment policy which is an Audit requirement and liaise with Cllr Baker on reviewing them
10. <b>Next year's precept</b>	No issues or additions to next year's precept

This Meeting ended at 20:14

..... Date.....  
Chairman, Finance and Staffing Committee  
Catshill and North Marlbrook Parish Council

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