

Finance and Staffing Committee

Meeting: Wednesday 18th May 2022 11:00am

Online

Committee members	Cllrs – P Baker, T Gillespie, B McEldowney, S Osman
Members present	Cllrs – B McEldowney, P Baker (Chairman), T Gillespie,
In attendance	Clerk – Carol Blake
1. Welcome	The Chairman welcomed everyone to the meeting.
2. Apologies for absence	S Osman sent apologies
3. Declarations of Interest	None were made.
4. Dispensations	None requested
5. Public questions	Cllr Gillespie asked whether the emergency services had been notified regarding the Bonfire event, Clerk has not proceeded with it yet. Cllr Baker will send details of his contact to Cllr Gillespie who will contact them directly to book the Queen’s Jubilee Event.
6. Approval of draft minutes of previous meeting	The minutes of the committee meeting held 26/04/2022 were agreed a true record and will be signed at next FPC meeting.
7. To discuss Project Officer vacancy	<p>After a lengthy discussion regarding the Project Officer it was agreed that Tiffany Chan will be appointed to the role and her contract will be drawn up. Clerk will forward a revised version of her contract which can be used and amended to reflect the Project Officer duties. Paul Crysell will provide training to Tiffany and draw up a workplan with Cllr Baker’s help. It was agreed that her start date would be 6th June and Clerk will email Tiffany to let her know she has been successful, and her contract will follow in the post.</p> <p>It was agreed that Tiffany will begin on salary £25991 per annum pro rata for 20 hours per week, as stated in the job advertisement and this will rise after a successful 6-month probationary period to Spine point 20 which is £26446 per annum pro rata.</p> <p>Cllr Baker will contact Paul Crysell to agree and draw up an action plan which will be taken to next week’s FPC meeting to be agreed upon.</p>
8. To discuss approval of payments	<p>Clerk raised concerns over delays in approving payments, Cllr McEldowney mislaid his password last week so could not approve payments and Cllr Gillespie had tried to approve but it had not worked, and Cllr Osman did not respond to emails.</p> <p>The Queens Jubilee event is taking place on 5th June and Parish Council</p>

have promised to pay on 6th June for the acts that have been booked which will become an issue if not approved on that date which is the reason Clerk raised with members. This should not be an issue as Cllr McEldowney has now located his details to login.

- 10. **Any other Business at Chairman's discretion** Nothing was raised

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- 11. **Date and time of next meeting** TBA

This Meeting ended at 12:15

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