

## Finance and Staffing Committee

Meeting held 7.30pm

Thursday 8<sup>th</sup> December 2015

Catshill Village Hall, Golden Cross Lane, Catshill

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| <b>Members present</b>   | Cllrs – P Baker (Chairman), B McEldowney, M Shephard, O Sweeting   |
| <b>In attendance</b>   | Clerk - Rebekah Powell   |
| 1. <b>Apologies for absence</b>  | Cllr J Bate  |
| 2. <b>Declarations of Interest</b>                                     | None   |
| 3. <b>Dispensations</b>  | None submitted   |
| 4. <b>Public Questions</b>   | No members of the public were present.   |
| 5. <b>Exclusion of public from meeting</b>                             | There was no requirement to exclude the public.  |
| 6. <b>Minutes of previous meeting</b>                                  | The minutes of the meeting held 08/10/15 were approved and signed.   |
| 7. <b>To consider the employment of a part time Clerical Assistant</b> | The Clerk provided further detail regarding the suggestion to employ an assistant to aid administration, particularly in the remit of the Planning Committee and its future sub committee. It was suggested that in order for the Parish Council to progress then the hours of the Clerk were not sufficient, taking into account overtime, to allow this to happen successfully. Planning commitments in particular are unpredictable and time consuming. This step would free up time for the Clerk to progress in areas such as the LCAS, grant applications, projects etc. therefore being beneficial to the Council. Supporting documents detailing suggested hours, duties and pay scales had been circulated prior to the meeting. Following discussion, <b>it was agreed</b> that the Clerk and Council would benefit from such support and that steps should be made to begin the process. <b>It was agreed</b> for the Clerk to place an advert in both the Local Paper and CALC documentation, with the addition of the Parish Council Notice Boards following consultation with the Chairman of the Council. Members also discussed the enrolment of an assistant into the pension scheme and it was agreed that more information should be gained in this area. The Council wishes to be a good employer. |
| 8. <b>Review of Policies</b>   | <p>8.1 Publication Scheme<br/><b>It was agreed</b> to endorse the policy as it stands and that the cost of 10p for printing be reviewed at the next scheduled time.</p> <p>8.2 Finance Regulations<br/>Members discussed points within the document. In relation to 1.10, there was</p>  |

a query as to whether the Clerk was happy with the current Financial Record keeping process, which the Clerk confirmed was fine. Discussion around 2.2 regarding a Member of the Council verifying bank reconciliations at least once a quarter resulted in establishing that this was not currently happening. **It was agreed** to refer this to the next Full Parish Council in order to establish which Council Member should engage in the process in future. Following this **it was agreed** to endorse the policy as it stands

8.3 Standing Orders

It as agreed to endorse the policy as it stands.

8.4 Financial Controls

**It was agreed** that the Clerk should alter point 17 to reflect the name of the new Sector Led Body for Audit and following this **it was agreed** to endorse the policy as it stands.

8.5 Complaints Procedure

The Chair of the Finance and Staffing Committee queried if there was an external body that could be approached regarding complaints, other than those that are referred to the Standards Committee, if all other avenues have been exhausted and the complainant is still not satisfied. **It was agreed** that the Clerk would seek advice on this from Richard Levett and that reviewing this policy would be deferred until this could be carried out.

- 9. **Consideration of the revision of the 'Internet and Email Acceptable Use Policy' to include Website and Social Media, as per the launch of Parish Council's new website in January**

Consideration of this item was deferred. Members decided that adaption of the 'Internet and Email Acceptable Use Policy' to include Social Media would be an involved process and as such, it was agreed that the Chairman of the Committee would produce a draft document for review at the next Finance and Staffing Committee.

- 10. **To consider items for the next meeting**

Review of Complaints Procedure as per minute 15/12-8.5  
Update of Internet and Email Acceptable Use Policy to include the use of Social Media a per minute 15/12-9.

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

It was agreed to schedule the next meeting in consultation with the Clerk and Chairman of the Council following the receipt of relevant information that would affect the precept and the implementation of actions following the current meeting.

**This meeting ended at 20.30 hrs**

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Chairman, Finance Committee  
Catshill and North Marlbrook Parish Council