

Finance and Staffing Committee

Meeting held 10:30am

Thursday 10th May 2018

Catshill Village Hall, Golden Cross Lane, Catshill

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| Members present | Cllrs – P Baker (Chairman), T Gillespie (Vice Chair), J Bate, B McEldowney and O Sweeting |
| In attendance | Clerk - Rebekah Powell |
| 1. Apologies for Absence | Cllr M Shephard |
| 2. Declarations of Interest | None were made |
| 3. To consider Members written requests for Dispensation | None received |
| 4. Public Questions | No Members of the public were present |
| 5. Re-opening the meeting | The meeting re-opened to consider the points below |
| 6. Minutes of previous meeting | The minutes of the meeting held 18/02/18 were approved as an accurate record and signed. There were no matters arising. |
| 7. Clerks Report to include: | <p>7.1 Lengthsman Scheme update
Using delegated powers given at the Full Parish Council the Clerk and Chairman had approved and returned the contract with WCC. An amendment to this had been received on 09/05/18 which the Clerk had informed the Lengthsman of.</p> <p>7.2 Internal Account Scrutiny
This was scheduled for 14th May with Cllr Gillespie and Cllr Bate and would complete quarter 4</p> <p>7.3 Pockit Account Policy information
It had been established that the Financial Regulations already covered the Pockit Account with statements relating to the restriction of use to the Clerk, a single transaction value of £500 without written approval from the Council, transactions and purchases to be reported to the Council and limits of pre-payment being set by the Council.
It was agreed that £200 month would be the usual limit and if more was needed the Clerk would make a specific request.</p> <p>7.4 GDPR – Personal Data Audit
Cllr Baker was assisting the Clerk with this project. The next step in the process was a data audit to establish what information the Council hold, where and how it is being used. This was in progress.</p> |

7.5 Firework expenditure

The Clerk wished to inform the Committee of expense so far which included £2750 to cover a minimum 10% rise in costings for the fireworks from the supplier of which the deposit was paid in February, £240 for Pulseline Ambulance service to provide First Aid Cover for the event as agreed at the March Full Parish Council, £25 cost of car park and the Clerk was awaiting costings for the hire of the Meadow for the event.

8. **To review the following policies and documents (documents circulated)**

8.1 Standing Orders

The Clerk had read through this document and the previous, making comparisons and ensuring everything was included in the new document.

It was agreed to adopt the revised set of Standing Orders and review further amendments in the future.

8.2 Risk Assessment and Risk Management

It was agreed that having examples of each type of risk could be seen as limiting and therefore these should be removed from the document. In place of 'security alarms' the words 'increased security' should be used.

It was agreed to accept both these policies with these alterations.

8.3 Insurance Policy

It was noted that although hirers indemnity is mentioned in the policy, this is not something the Council currently need to hold.

It was established that the personal age limit for cover referred to in the document is between 16 and 90 years.

It was agreed to accept this policy as presented.

8.4 Asset register

The Clerk informed Members that in the future the Asset register would be altered to include columns that reflect Insurance Value and Replacement Value which would be important for items such as the War Memorial. The Clerk also intended to link a risk assessment to the document.

It was agreed to accept this document as presented.

9. **To discuss and agree the following in relation to GDPR (documents circulated)**

9.1 GDPR Action Plan

It was agreed to adopt this document

9.2 Privacy Policy

It was agreed to adopt this policy as presented and revisit with any further information when received. This document would replace the Data Protection Policy

9.2.1 Privacy Notices x 2

9.2.2 Consent Forms

It was agreed that both of these documents be presented to the Full Parish Council for approval.

9.3 Subject Access Request Policy

It was agreed to adopt this policy as presented and revisit with any further information when received.

9.3.1 Subject Access Request letter templates

Approval of this item was deferred.

10. **To agree the list of due payments for the year 2018/19 (document circulated)**

It was agreed to accept the list of due payments for the year 2018/19

11. **To agree the renewal of the Insurance Policy with Zurich Municipal (documents circulated)** The values in the document were Index price linked which had risen this year by 3%. It is possible to have the values as original costings but this would not reflect the cost to replace them. There is a £100 excess on the policy so a few items had been removed as it was not beneficial to insure them. However, this payment was for a one off event, so other items remained that were of a lower value due to their location within the Storage Unit.
The cost of the policy this year with adjustment for new items was £918.05
It was agreed to accept the renewal value of the Insurance document.
It was agreed to keep values of items Index Price linked
12. **To consider and agree the recommended Savings Account to be used for the Parish Council's Emergency Reserve** It was noted that the Beverley Building Society which had previously been agreed, although having the same rates, was not necessarily now the best option for the Council.
It was agreed that Cllr Baker would bring further suggestions for a Savings Account to the Full Parish Council for consideration
13. **To consider and agree the quotes for the additional Christmas Lights for lampposts on Golden Cross Lane** The Parish Council had previously agreed to contribute £1585 to the cost of the lights in addition to the donation of £2000 made by Cllr Webb. Of this £2019 was remaining following the purchase of the 4 lights previously.
It was agreed to purchase 3 tree shaped lights and 2 white lights to complete the pattern of lights along Golden Cross Lane, thus incorporating the ninth unit that had been installed.
It was noted and agreed that this would take the total amount £26.50 over budget.
14. **To resolve to close the meeting to the public in accordance with the Public Bodies (Admission to Meetings) Act 1960 s1(2), due to the confidential nature of the business to be transacted** **It was agreed** to close the meeting.
15. **To review and agree employee salaries in line with the 2018-19 National Salary Award (document circulated)** Members noted the increase at the lower ends of the scale of more than 2%
It was agreed to continue to pay employees in line with the new 2018-19 National Salary Award document
It was agreed to award a spine point increase to the Assistant Clerk due to a successful appraisal.
It was agreed to award a spine point increase to the Clerk in anticipation of a successful appraisal

16. **To consider and agree how the Clerk's CiLCA training will be approached**
- It was agreed** that the Clerk's job would be evaluated over the coming year to establish the correct spine point for the role as this had not been carried out for some time.
- The Clerk outlined options available to the Council.
- It was agreed** that further information would be circulated to allow the Council to make a decision, including how it is carried out in other Council's, costs to the Council, benefits to the Council and the course cost.
- It was noted that it was an element of the Clerk's contract that training in CiLCA was undertaken

**This meeting ended at
12:16 pm**

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Chairman, Finance Committee
Catshill and North Marlbrook Parish Council