

Finance and Staffing Committee

Meeting held 7:30pm

Thursday 19th July 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 | Cllr Sweeting and Cllr Bate have a long standing dispensation in place in relation to the Village Hall to be discussed under Agenda Item 14. The dispensation allows both Councillors to remain in the room, participate in discussions and vote. |
| 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 10/05/18 were approved as an accurate record and signed. There were no matters arising. |
| 7. Clerks Report to include: | <p>7.1 FSCS Cover
The Clerk informed Members that Unity Trust Bank had asked the Council to confirm that they had an annual budget of less than £442,649 in order for them to keep a record of eligibility for cover by FSCS.</p> <p>7.2 GDPR and Website
The Clerk outlined concerns regarding GDPR and the website administration, which allowed the person who carried this out to access sensitive data, therefore causing a need for security for this person.
It was agreed that the Council would start work on a confidentiality agreement and a Data Breach policy in September.</p> <p>7.3 Lone Worker Price Increase
The Clerk informed Members that as the Assistant Clerk had now been purchased a mobile, he should also now be added to the Lone Worker system. This would result in an increase in the cost of the service estimated at £4.50 per week
It was agreed to fund the Lone Worker System for the Assistant Clerk</p> |
| 8. To review the following policies and documents | <p>8.1 Lone Workers Policy
It was noted that the words 'Staffing Committee' should be altered to read 'Finance and Staffing Committee'. It was also noted that there was no</p> |

- (documents circulated)
- reference to the Lone Worker System available to staff on their mobiles. A statement was agreed to be inserted where the Clerk felt best.
It was agreed to approach CALC and ask about First Aid and Health and Safety training
It was agreed that a small group of Councillors should meet and look into the production of more detailed risk assessments for the Council.
9. **To review the quarterly comparison of expenditure to budget (document to be circulated)** Members discussed the comparison as prepared by the Clerk, seeking clarification where necessary. It included a breakdown of the contents of the Council's specific reserves.
It was agreed to accept the document as presented.
10. **To discuss and agree the Balances and Reserves currently held by the Council, including the percentage of Precept held in Emergency Reserve (documents circulated)** **It was agreed** to keep the Emergency Reserves for the Council at 75% of the Precept. This would be the amount moved to a Savings Account.
11. **To consider and agree the recommended Savings Account to be used for the Council's Emergency Reserve (Cllr Baker)** Cllr Baker had carried out extensive research into available accounts for use by Parish Councils.
It was agreed to recommend to the Full Parish Council that the Council's Emergency Reserve be invested into the Beverley Building Society with interest of 0.55% for balances over £1000.
12. **To consider and agree the continued facilitation of 'Catshill Online' via payment of room hire at the Village Hall** Members discussed the success of the classes and were provided with the information given by the gentleman running the initiative. Members discussed some concerns relating to continuing the scheme via the Parish Council including GDPR and DBS checks.
It was agreed that the Clerk would inform the gentleman that the Council had now fulfilled their Financial responsibility of funding the trial to assist in the start-up of the group.
It was agreed that the Clerk would assist the gentleman with accessing the Village Hall Management Committee to discuss how the scheme would progress in the future. It was noted that by asking for a nominal fee from attendees it would potentially cover the cost of the hire of the room.
13. **To agree dates and process for** The Clerk informed Members that this year the Lengthsman role should go to Tender. The contract renewal was in April and the Clerk could advertise the

**Lengthsman
Tender**

role in the CALC document, on Facebook, website and on the notice boards.
It was agreed that the role would be advertised in January, shortlisted in February and interviews carried out in March 2019.

14. **To discuss the possibility of the Parish Council taking over the running of the Village Hall (Cllr O Sweeting)**

Cllr Sweeting outlined the need for a contingency plan for the Village Hall due, in some part, to the age and health of the Management Committee Members and Trustees. It was noted that the Village Hall was currently financially stable with a decent reserve and revenue allowing maintenance of the hall.
It was agreed that the Clerk should investigate the process further, with the assistance of Worcestershire CALC.

**This meeting ended at
21:03 pm**

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