

Finance and Staffing Committee

Meeting held 7.30pm

Thursday 8th October 2015

Catshill Village Hall, Golden Cross Lane, Catshill

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| Members present | Cllrs – P Baker (Chairman), J Bate, B McEldowney, O Sweeting |
| In attendance | Clerk - Rebekah Powell, Gill Lungley |
| 1. Apologies for absence | Cllr M Shephard |
| 2. Declarations of Interest | None |
| 3. Dispensations | None submitted |
| 4. Public Questions | No members of the public were present. |
| 5. Exclusion of public from meeting | There was no requirement to exclude the public. |
| 6. Minutes of previous meeting | The minutes of the meeting held 16/07/15 were approved and signed. |
| 7. Clerk's Report | <p>7.1 It was noted that the sort code for the Unity Trust Bank had changed but apart from a change in cheque book, this would not have an impact on the Council's banking.</p> <p>7.2 It was agreed to defer the authorisation and completion of the forms for Banking Signatories and Administration with Unity Trust Bank until the next Full Parish Council.</p> |
| 8. Consideration of the need to continue with the Lone Worker Protection Scheme | <p>Members discussed the suggestion from the Clerk that the scheme be ceased due to the differing working arrangements to that of the previous Clerk.</p> <p>It was agreed that due to the relatively small fee the scheme incurs and the Council's duty to the protection of their employees, the Lone Worker Protection Scheme should be continued.</p> |
| 9. 2016/17 Budget Preparation | <p>A suggested budget and breakdown of costs had been circulated to Members prepared by the Clerk with the assistance of Gill Lungley, the previous Clerk. Members discussed the documents and made relevant alterations with consideration of the need for Clerk training, Councillor training, the need for a Neighbourhood Plan, incremental salary increase for the Clerk and proposals to increase working hours due to workload and the addition of the new garden to the Council's assets. This caused a proposed increase in the precept which was discussed in line with information provided as comparison to neighbouring Council's precepts in Bromsgrove, of which this Parish is the lowest. The suggested increase would, assuming the tax base stays the same as last year, keep the precept for the Parish in this position.</p> <p>The proposed budget and its corresponding figure were agreed and will be taken to the next Full Parish Council.</p> |

10. **Review of Policies**
- 10.1 Freedom of Information Act
It was agreed to endorse the policy as it stands
 - 10.2 Data Protection
It was agreed to endorse the policy as it stands
 - 10.3 Publication Scheme
It was agreed to defer consideration of this document until the next Finance and Staffing Committee. Members noted the need for the document as stated by the Information Commissioners Office.
11. **To consider items for the next meeting** None at present. Any items to be referred to the Clerk.
12. **Date and time of the next meeting** It was agreed to alter the date of the next meeting to 10th December 2015 at 7:30pm

**This meeting ended at
21.20 hrs**

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Chairman, Finance Committee
Catshill and North Marlbrook Parish Council