

Finance and Staffing Committee

Meeting held 7:30pm

Thursday 15th November 2018

Catshill Village Hall, Golden Cross Lane, Catshill

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| Members present | Cllrs – P Baker (Chairman), J Bate, B McEldowney, M Shepherd and O Sweeting |
| In attendance | Clerk - Rebekah Powell |
| 1. Apologies for Absence | None received |
| 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 19/07/18 were approved as an accurate record and signed. There were no matters arising. |
| 7. To note items carried forward as: Data Breach Policy, Further GDPR actions, Confidentiality agreement in relation to website | Members noted the items still being worked on. The Clerk informed the group that she would be picking a week in December or January to focus purely on GDPR in order to ensure a quicker route to compliance. Cllr Baker was assisting where possible, but there were items only the Clerk could complete. |
| 8. To review the following policies and documents (documents circulated) | <p>8.1 Balances and Reserves Policy
It was noted that there was a specific percentage detailed in the policy in relation to Emergency Reserves, which was not needed.
It was agreed to endorse this policy subject to the removal of the percentage reference.</p> <p>8.2 Training policy
Members discussed the policy, specifically in relation to new Councillors. It was noted that the Clerk had a booklet and certain documents that was also provided to any new Councillors.
It was agreed to add a sentence regarding the Parish Council organising</p> |

induction for any new Members to explain how the Parish Council works.

It was agreed to endorse the policy following these changes.

8.3 Sickness and Absence policy

It was agreed to reword the sentence at point nineteen to remove reference to the Clerk and replace with 'Line Manager'.

It was agreed to endorse the policy following these changes.

8.4 Disciplinary policy

It was noted that all references to a personnel committee should be changed to Finance and Staffing Committee and all references to Council should have a capital C included.

It was agreed to endorse this policy following these changes.

- 9. **To begin the budget process for 2019/20 – draft document to be circulated**

Members reviewed the document provided by the Clerk, which presently suggested an overall increase in the Precept of just £4330 for the year 2019/20. This was to include provision for the elections and any new Councillor induction and training, the continuing Neighbourhood Plan, provision for grants including the new initiative to give seed funding to potential projects that would target lonely people and Capital projects as presented in the Action Plan. The latter were to be partially funded from savings.

It was agreed to recommend the budget as presented to the Full Parish Council.
- 10. **To agree the advert for the Parish Council Lengthsman to be published in January 2019**

It was agreed to publish the advert presented in CALC, on the notice boards, website and facebook pages w/c 14th January 2019 with a closing date for applications of 1st February 2019.

It was agreed that the Clerk would request pricing for adverts in the Standard and the Advertiser.

It was agreed that delegated powers be given to the Clerk in conjunction with Cllr Sweeting and Cllr Baker to agree the payments and any additional documentation needed.
- 11. **To appoint volunteers to meet and discuss more indepth risk assessments for the Council**

It was agreed that Cllr Bate, Cllr Sweeting, Cllr Baker and Cllr McEldowney would meet on Monday 21st January 2019 at 10:00am to carry out risk assessments for the Council.

This meeting ended at 20:51 pm

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