

WEST HADDON PARISH COUNCIL

CLERK: Mrs Gill Wells

Email: westhaddonpc@gmail.com



FINANCE & HUMAN RESOURCES COMMITTEE		West Haddon Parish Council
Date: 30 th September 2019	Time: 7.30pm	Venue: West Haddon Baptist School Room
Attendees: Cllr S Kerr (Chair) Cllr P Norman Cllr S Tringham Cllr P Baldwin	Apologies Cllr I Robertson Cllr Stephens not present	The Clerk

OPENING PROCEDURES.

1. Apologies – Motion Agreed:- It was resolved that apologies and the reason for absence received from Cllr Robertson be approved. Cllr Stephens was absent from the meeting.
2. Public Session – There were no reports to receive.
3. Declarations of Interest – There were no declarations of interest.
4. Requests for dispensations – There were no requests for dispensation.
5. Minutes of the meeting 13th August 2019 – Motion Agreed:- It was resolved that the minutes of the meeting 13th August 2019 be approved.
6. Matters arising from the meeting 13th August 2019 – There were no matters arising to report that were not already on the agenda for discussion.

POLICIES & PROCEDURES

7. Financial & Managerial Risk Assessment. Motion Agreed:- It was resolved that the financial and managerial risk assessment September 2019 be approved.
8. Financial Internal Control Checks Report, Policy & Procedure. Motion Agreed:- It was resolved that the internal control checks had taken place 30th September 2019 and there were no anomalies / actions to report.
9. Financial Regulations:- Motion Agreed:- It was resolved that the amended financial regulations be approved for recommendation to Full Council.

BANKING, AUDIT, BUDGET & INSURANCE.

10. Bank reconciliation, financial review to date. Motion Agreed:- Members received the latest bank reconciliation and financial review and it was resolved that there were no comments or concerns requiring action. Cllr Norman thanked the Clerk for the production of clear reports.
11. Asset register. Motion Agreed:- It was resolved that there were some adjustments to make to the register – the Clerk would make those amendments and circulate the register to Members of the Committee for review before forwarding to Full Council for approval. It was noted that the bench removed from Yelvertoft Road had not been replaced with a like for like bench and the Clerk was asked to chase this matter up.
12. Insurance. Motion Agreed:- Members were notified that the Clerk had instructed Came & Company to proceed with the Inspire insurance schedule based on the information provided as agreed at the Council meeting 3rd September 2019. The payment had been raised in time for the renewal date 1st October 2019 (awaiting authorisation from signatories). Members ran through the Bonfire Event insurance requirements and Cllr Kerr agreed to forward the maps and distances used in 2018 for presentation to the insurance company.
13. Budget 2019 – 2020. Members ran through the budget versus receipts and payments report from 1st April to 3rd September 2019, although it was noted the recent bank statements for September had not been received as yet. Members discussed the reasons why receipts were indicating a higher than anticipated return which was largely due to grants being received in the 2019-2020 period and VAT returns being higher than normal due to projects concluding and being invoiced after the end of the 2018-2019 financial year. This had also influenced the increase in expenditure on certain budget items in the 2019-2020 period, for example, the play area and the pavilion sewage connection where works had commenced 2018-2019 period but had not concluded or been invoiced until the following financial period.

14. Budget Headings. The Clerk circulated a list of proposed headings for the budget 2020-2021 which would offer a more detailed and in depth analysis of receipts and payments going forwards. Members were asked to consider additional headings and forward to the Clerk for the forthcoming budget setting process.
15. Projects Update 2019-2020. Motion Agreed:- It was resolved that the Council would install 2 bus shelters and Dirft asked to provide the other 2. Proposed locations for the shelters would be verified on a map and forwarded to the Clerk in order that permission from the highways authority could be obtained. Further, that the Clerk would proceed with the order for the outdoor gym equipment packages provided by Sovereign Play grounds and that the site would be adjacent to the petanque piste. The Clerk would proceed with sourcing the 2Commune website as per previous agreements at Council and the Finance & General Purposes Committee.
16. Projects Update. Members were asked to forward ideas for projects for budget consideration 2020-2021 in the next few weeks. Cllr Kerr commented that the proposed pavilion development may require a substantial amount of funding support from the budget. Furthermore, there were a number of items that required on-going budget consideration over a number of years to build up funds and forecasting would be considered over a period of 3, 5 and 10 year intervals when setting the budget.
17. Audit 2018-2019. The audit report and conclusion of audit notice had been received and uploaded onto the website as per requirements. The Committee noted the comments and the Clerk gave a detailed explanation to members of the matter raised in the report. The Members approved the actions required which would be reviewed by Full Council. The Clerk was thanked for her hard work in preparing for the audit.
PERSONNEL & CONTRACTS
18. Grass Cutting Contracts. Motion Agreed:- It was resolved that the Clerk be instructed to prepare tender documents for the upcoming renewal of grass cutting contracts and that standards of requirements from the sporting clubs be obtained and form part of those tender packages as well as the sporting clubs accounts being requested to ascertain what they were currently spending on the additional cuts had hitherto arranged themselves. Contractors would be asked to provide prices over a 12 month, 2 year and 3 year contract period. The Clerk would also liaise with members of the cluster group and obtain information as to recommended contractors.
19. There were no Members of the Public or Press present to be invited to leave the meeting during the following item.
20. Staffing Matters. Motion Agreed:- It was resolved that Cllrs Kerr and Tringham would carry out the Clerks appraisal and review the job description and contract. Moreover, the Clerk and Cllr Norman would carry out a probationary review of the EMO role and position at the end of October and at the same time would consider with the EMO the the current hours and possible increase to these to meet the needs of the Council and Community and
CLOSING PROCEDURES
21. Items for next Finance & Human Resources Committee Meeting:- Newsletter; Budget; Architectural Fees; & projects;
23. Date of next meeting – 12 th November 2019.