

WEST HADDON PARISH COUNCIL

CLERK: Mrs Gill Wells

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FINANCE & HUMAN RESOURCES COMMITTEE		West Haddon Parish Council
Date: 18th November 2019	Time: 7.30pm	Venue: West Haddon Baptist School Room
Attendees: Cllr S Kerr (Chair) Cllr P Norman Cllr S Tringham Cllr P Baldwin Cllr I Robertson Cllr A Stephens	Apologies	Executive Officer

OPENING PROCEDURES.

1. Apologies – There were no apologies to receive.
2. Public Session - There were no Members of the Public present.
3. Declarations of Interest – There were no declarations of interest.
4. Requests for dispensations – There were no requests for dispensations.
5. Minutes of the meeting 30th September 2019 – Motion Agreed:- It was resolved that the minutes of the meeting 30th September 2019 be approved.
6. Matters arising from the meeting 30th September 2019 – There were no matters arising to report.

BANKING, AUDIT, BUDGET & INSURANCE.

7. Bank reconciliation, financial review to date – Members received the latest bank reconciliation and financial review up until the 31st October 2019, and there were no anomalies to report.
8. Project Update 2019-2020 – The Executive Officer ran through the current live projects / tasks with Members:-
 - Website – the site was not yet live given that the site had become operational that day and information required uploading; Members asked that, given the fee, the website hosts check the site before going live.
 - EMO – a report had been circulated to all Cllrs about forthcoming works / tasks.
 - Outdoor Gym Equipment – the order had been placed and installation was anticipated prior to the Christmas shut down.
 - Bus Shelters – A request for funding towards 2 shelters had been forwarded to Prologis / Dirft but no response had been received to date; permission had been granted by the highways authority for the installation of the shelters; given concern over the recent weather conditions the Executive Officer would ask the preferred contractor if they would install 2 shelters and apply a pro rata discount; Cllr Baldwin would enquire at the Junction 18 meeting the progress with regard the funding request with Prologis.
 - VAS signs – the Executive Officer was chasing the permissions request from NCC and the proposed date for the installation of the posts.
 - Newsletter – Members were advised that the Editor would be trialling a new printer for the next edition in order that a comparison of quality and price could be made prior to decisions about the size and format being made in January 2020.
 - Pavilion Development – the Executive Officer was instructed to enquire of the architect their costs for moving to obtaining Building Regulations and the costs of applying for Building Regulations with the planning authority.
 - Grass Cutting Tenders – It was agreed that the playing field grass cutting tenders would be based on existing cuts and the clubs would continue to organise additional works themselves.

- Persimmon Homes POS transfer – it was confirmed that Persimmon Homes had agreed to pay reasonable legal costs for the Council with regard the transfer of land, and the Executive Officer was chasing Rollasons for confirmation that they would represent the Council.
- Trees – the Executive Officer confirmed that she was chasing Timber Tech about works in the cemetery which had been postponed due to a funeral.

9. Budget 2020-2021 – Motion Agreed:- It was resolved that the draft budget presented to the Committee be approved for recommendation to Full Council December 2019.

10. Precept 2020-2021 – Motion Agreed:- It was resolved that, based on the budget presented to the Committee and approved for recommendation to full Council, the precept figure be recommended to Full Council December 2019.

PERSONNEL & CONTRACTS

11. Grass Cutting Contracts – Motion Agreed:- It was resolved that the grass cutting tenders for the playing field would be based on standard cuts and that the clubs would continue to organise additional works deemed necessary for the playing of their respective sport.

12. Due to the sensitive nature of matters to be discussed under items 13, members of the public and press will be instructed to leave the meeting (Admission to meetings Act 1960). There were no Members of the Public present.

13. Staffing Matters – Members discussed the requirement to carry out staff appraisals – the Executive Officer would circulate dates for this purpose.

CLOSING PROCEDURES

14. Items for next Finance & Human Resources Committee Meeting.

- Pavilion Development.

15. Date of next meeting – December 2019 (Date to be confirmed).