



## CHURCHILL PARISH COUNCIL

### FINANCE AND PERSONNEL COMMITTEE

#### **Minutes of the meeting held on Monday 27<sup>th</sup> November 2017 at 7.30 pm**

**Present :-**

Members of Committee:- Councillors Dev Clutterbuck, Jackie Bush, Alan Lovell, Graham Fortune and James Hoddell

Also present : Martin Dolton – Clerk of the Council

No members of the public were present

**1718/FP/012 Apologies for absence.**

NIL

**1718/ FP/013 To confirm and sign the minutes of the meeting held on 3<sup>rd</sup> July 2017.**

The minutes of the meeting held on 3<sup>rd</sup> July 2017 were agreed and signed as a correct record.

**1718/ FP/014 Declarations of Interest from Councillors.**

NIL

**1718/ FP/015 Public Participation**

There were no members of the public present

**1718/FP/016 To receive an update on the Clerk's Training for CiLCA qualification.**

The Clerk informed the meeting that he had progressed the requirements in the past four months, and was on target to complete the qualification by early 2018.

**1718/FP/017 To review the budget / expenditure to date for 2017-18**

Members had been in receipt of the latest update of spend vs budget for the current financial year.

Members worked through the detail, and were satisfied that spend to date was in line with the budget.

**RESOLVED :-**

The spend vs budget for the current financial year is noted as being within budget and no issues are raised.

**1718/ FP/018 To consider a first draft budget for the year 2018–19.**

Members had been pre-circulated with a first draft budget calculation for the year 2018-19.

All members present agreed that the Chair of the council should be encouraged to claim all legitimate expenses, as it was noted that this had not been the case in the past.

The committee worked through the proposed budget by code, and considered the status of Earmarked reserves to be recommended.

Minor amendments were made, and it was then approved by vote to go forward to the full council.

**RESOLVED:-**

The Committee will recommend a draft budget with Earmarked Reserves status to the full council for approval at the December meeting of the council.

**1718/ FP/019 To consider arrangements for the recruitment of an assistant clerk.**

Members considered the suggested advertisement, job description and person specification for the role prepared by the Clerk.

The committee agreed decisions relating to salary, hours of work, and a timetable for the recruitment.

**RESOLVED :-**

Members will progress the recruitment process, with the interview panel meeting on Monday 22<sup>nd</sup> January 2018 to interview selected applicants. The Clerk is authorised to incur expenditure in advertising the post.

**1718/FP/020 To consider the half year report of the independent internal auditor**

The report from the internal auditor for the half year to date had been circulated to members prior to the meeting.

**RESOLVED:-**

(a) Members note the report of the independent internal auditor and are pleased to record that no action is required.

(b) Lightatouch Auditors are appointed as the independent Internal Auditors for the financial year 2018 – 2019.

**1718/FP/021 VAT Matters**

The Clerk drew the attention of members to the comments in the independent internal auditors report to the effect that VAT matters of registration had been raised by the Clerk, and the auditor has reported that current transactions do not require such registration. The Clerk pointed out to members that if the Community Centre is to be hired out to individuals / groups in the future, VAT registration would then need to be considered. After discussion it was agreed:-

**RESOLVED:-**

Members note the clarification in the independent internal auditor's report relating to current VAT status. The Chair of the committee (Councillor Dev Clutterbuck) and the Clerk will seek advice from the local VAT office prior to the regular hiring out of the Community Club.

**1718/FP/022 Matters For Information**

None raised

There being no further business the meeting closed at 9.11p.m.

- Next Scheduled Meeting : Monday 26<sup>th</sup> March 2018

Signed by Chair of Committee .....

Date .....