



## CHURCHILL PARISH COUNCIL

### FINANCE AND PERSONNEL COMMITTEE

#### Minutes of the meeting held on Monday 28<sup>th</sup> November 2016 at 7.30 pm

#### **Present :-**

Members of Committee :- Councillors Dev Clutterbuck (Chair of Committee), Jackie Bush, Alan Lovell, David Hurst and Graham Fortune (Vice Chair of Committee).

Also present : Councillor Brenden Hill, Martin Dolton – Clerk of the Council

(It was agreed by the Committee that the order of agenda would be amended to consider 1617/FP/019 at an earlier stage in the meeting)

#### **1617/FP/015 Apologies for absence.**

Nil

#### **1617/ FP/016 To confirm and sign the minutes of the meeting held on 4<sup>th</sup> July 2016.**

The minutes of the meeting held on 4<sup>th</sup> July 2016 were agreed and signed as a correct record.

#### **1617/ FP/017 Declarations of Interest from Councillors.**

NIL (it was agreed that The Clerk should leave the meeting for consideration of Item 1617/FP/019)

#### **1617/ FP/018 Public Participation**

There were no members of the public present

#### **1617/FP/019 CONFIDENTIAL ITEM : To consider the working hours of the Clerk**

(The Clerk left the meeting for this item)

Members considered the current working hours arrangements of the Clerk in light of the increased current and likely future workload due to many factors including developments in the Planning arena.

#### **RESOLVED :-**

The working hours of the Clerk to be increased to 24 per week.

**1617/ FP/020 To Consider recommendations for the initial draft budget 2017-18**

Members considered a report that had been prepared by the Chair of Committee and the Clerk that had been circulated prior to the meeting. After consideration of detail and line by line proposals in the budget, it was agreed to recommend a draft budget to full Council that would increase the total precept figure by 1%, and create new Ear Marked Reserves for Electrical Work at the Cricket Pavilion (£10K) and Planning Strategy Consultants (£5K).

**RESOLVED :-**

The Committee recommend the draft budget to be circulated to all members of the full Council for approval.

**1617/ FP/021 To consider recommending to full Council amendments to the Grants Policy**

Members considered a report that had been circulated recommending amendments to the current Grants Policy which contained provision for emphasis being placed on applicants demonstrating the benefit of any funds granted to residents of the Parish.

**RESOLVED :-**

The Committee recommends to full Council the adoption of the reviewed and amended Grants Policy.

**1617/ FP/022 To consider Quote Received for conducting the internal audit, and appoint an internal auditor for the year 2017-2018**

Members considered a quote from Lightatouch Internal Audit Services for provision of audit services for the financial year 2017 – 2018 as required by Legislation.

**RESOLVED:-**

The quote of £545.00 for provision of internal audit services from Lightatouch Internal Audit Services is accepted, and they are appointed as the internal auditor of the Council for the financial year 2017 – 2018.

**1617/ FP/023 To consider a quote for extending the current auditor's work to include a financial risk assessment.**

Members considered a quote from Lightatouch Internal Audit Services for provision of a financial risk assessment for the current financial year.

**RESOLVED :-**

The quote of £60.00 for provision of a financial risk assessment from Lightatouch Internal Audit Services is accepted,

**1617 FP/024 To consider the need for an additional bank account signatory**

It was agreed that following the resignation of the signatory Valerie Langley from the Council a further signatory was required.

**RESOLVED :-**

Councillor Sue List will be added to the signatory list for the Council's accounts.

**1617/ FP/025 To receive an update from the Clerk on Staff Appraisals**

The Clerk updated the meeting that the appraisal relating to the Village Orderly had now been completed.

**1617/FP/026 To make arrangements for the quarterly internal audit of accounts by Councillors for the remainder of the Financial Year**

It was agreed that the internal councillor audits will be conducted by :-  
January (Q3) : Councillor David Hurst  
April (Q4) : Councillor Dev Clutterbuck

**1617/FP/027 Matters For Information**

It was agreed that to avoid inefficient use of full Council meeting time, the detail of the draft lease for the former doctor's surgery would be considered by a Working Group of this Committee comprising of :- Councillors Dev Clutterbuck, Jackie Bush, David Hurst and Brenden Hill.

There being no further business the meeting closed at 9.15p.m.

Next Scheduled Meeting : 27<sup>th</sup> March 2017.

Signed by Chair of Committee .....

Date .....