



CHURCHILL PARISH COUNCIL

FINANCE AND PERSONNEL COMMITTEE

Minutes of the meeting held on Monday 3rd July 2017 at 7.30 pm

Present :-

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

Also present : Martin Dolton – Clerk of the Council

No members of the public were present

1718/FP/001 Apologies for absence.

Councillor James Hoddell.

1718/FP/002 To elect a Chair for the ensuing year.

Councillor Dev Clutterbuck was nominated and duly seconded to serve as Chair for the 2017-18 year. There being no further nominations, he was elected by vote.

RESOLVED

Councillor Dev Clutterbuck is elected as Chair of the Finance & Personnel Committee for the 2017-18 year.

1718/FP/003 To elect a Vice Chair for the ensuing year.

Councillor Graham Fortune was nominated and duly seconded to serve as Vice Chair for the 2017-18 year. There being no further nominations, he was elected by vote.

RESOLVED

Councillor Graham Fortune is elected as Vice Chair of the Finance & Personnel Committee for the 2017-18 year.

1718/ FP/004 To confirm and sign the minutes of the meeting held on 27th March 2017.

The minutes of the meeting held on 27th March 2017 were agreed and signed as a correct record.

1718/ FP/005 Declarations of Interest from Councillors.

NIL (it was agreed that The Clerk should leave the meeting for consideration of Item 1718/FP/008)

1718/ FP/006 Public Participation

There were no members of the public present

1718/FP/007 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 the Q1 spend was within 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/008 To consider the Clerk's Training for CiLCA qualification / work capacity.

(The Clerk left the meeting for this Item)

Members were in receipt of a report from Councillor Dev Clutterbuck relating to the growing overall workload and now the additional time commitment of acquiring the CiLCA qualification by the Clerk. Members considered this matter at length and acknowledged the ever increasing workload of the Clerk. It was agreed that this situation required close monitoring, and to assist the Clerk in the achieving of the qualification :-

RESOLVED:-

The Clerk will devote two 5 hour sessions per month for the next three months to working on the assignments required for the achievement of the CiLCA qualification. All members will support this. The qualification must be achieved by May 2019 for the benefit of the Council and community, and this will therefore be reviewed at the November meeting of this committee to ensure progress.

1718/ FP/009 To review Financial Regulations

Members considered the current Regulations of the Council and after discussion did not wish to make any amendments.

RESOLVED :-

Members have reviewed the Financial Regulations of the council and no amendments are required.

1718/FP/010 To consider the payment of a historic invoice

The Clerk informed the members of the receipt of an invoice dating back to 2011 for work conducted at the Community Club, and wished to bring it to attention of members prior to payment.

Following discussion it was agreed that the invoice was not the responsibility of the council and the originator should be informed accordingly.

RESOLVED:-

The council holds no responsibility for the payment of an invoice from 2011.

1718/FP/011 Matters For Information

None raised

There being no further business the meeting closed at 8.58pm.

- Next Scheduled Meeting : Monday 27th November 2017

Signed by Chair of Committee

Date