



## CHURCHILL PARISH COUNCIL

### FINANCE AND PERSONNEL COMMITTEE

#### Minutes of the meeting held on Monday 4th July 2016 at 7.30 pm

#### **Present :-**

Councillors Jackie Bush, Alan Lovell, Dev Clutterbuck and Graham Fortune.

Also present : Martin Dolton – Clerk of the Council

#### **1617/FP/001 Apologies for absence.**

Councillor David Hurst.

#### **1617/FP/002 To elect a Chair for the ensuing year.**

Councillor Dev Clutterbuck was nominated and duly seconded to serve as Chair for the 2016-17 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 2016-17 year.

#### **1617/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 2016-17 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 2016-17 year.

#### **1617/ FP/004 To confirm and sign minutes of meeting held on 21st March 2016.**

The minutes of the meeting held on 21<sup>st</sup> March 2016 were agreed and signed as a correct record.

#### **1617/ FP/005 Declarations of Interest.**

NIL

**1617/ FP/006 Public Participation**

There were no members of the public present

**1617/ FP/007 To Review the budget / expenditure to date for 2016-17**

The detail of the total spend to date against budget for all costs centres was presented to, and considered by, the committee. It was agreed that a more accurate picture would be evident at the November meeting when over a half year of figures would be available. There were no matters of concern at this stage.

**1617/ FP/008 To update members relating to the Pension Auto Enrolment Status**

The Auto Enrolment requirements of the Legislation had now been implemented in full. One member of staff was now a member of the NEST Government scheme and monthly contributions are being paid and submitted. Another member of staff had been auto enrolled as required by the Legislation and opted out as permitted.

Legislation also required that the Council completed and submitted a Declaration of Compliance within five months of their compulsory staging date (3<sup>rd</sup> March 2016) so by 3<sup>rd</sup> of August 2016. This declaration had been completed by the Clerk and an acknowledgement had been received from the Pensions Compliance Department of Government.

**1617/ FP/009 To consider training provision for the Clerk to achieve the CiLCA qualification**

The Council has Quality Status within the Local Council Award Scheme. In order to continue this status, and ensure the personal development of the Clerk, members agreed that it was essential that the Clerk embark upon the training which will cost £250.00

**RESOLVED:-**

The Clerk is to undertake the SLCC course to obtain the CiLCA qualification at a cost of £250.00

**1617/ FP/010 To review Financial Regulations and make recommendations to full Council**

Members had received a previously circulated report from the Clerk which detailed amendments recommended by him as a result of the new 2016 national model adopted by NALC, and other matters to ensure clarity and efficient financial management.

Members worked through the Financial Regulations and report of the Clerk in detail, and agreed further minor amendments.

**RESOLVED :-**

The Finance and Personnel committee recommend to full Council the adoption of the revised Financial Regulations as circulated

**1617 FP/011 To consider the need for an additional bank account signatory**

It was agreed that following the resignation of the signatory Alan Brown from the Council a further signatory was required.

**RESOLVED :-**

Councillor Dev Clutterbuck will be added to the signatory list on mandate for the Council's bank accounts.

**1617/ FP/012 To make arrangements for the internal audit of accounts by Councillors 2016-17**

It was agreed that the following internal audits by Councillors will take place:-  
July (review Q1) = Councillor Graham Fortune  
October (review Q2) = Councillor Jackie Bush

**1617/FP/013 To consider recommending to full Council the award of a small works contract via a tender process.**

Members considered the advantages of such an arrangement. After discussion it was agreed that the most effective and efficient way forward would be, as suggested by Councillor Alan Lovell, to invite applications from interested parties to be entered onto a list of preferred suppliers for the completion of minor works.

**RESOLVED:-**

That the Finance and Personnel Committee will recommend to full Council that The Council should invite applications from interested parties to be entered onto a list of preferred suppliers for the completion of minor works.

**1617/FP/014 Matters for Information**

None for these minutes

There being no further business, the meeting closed at 8.40pm.

Next Meeting : 28<sup>th</sup> November 2016.