



CHURCHILL PARISH COUNCIL FINANCE AND PERSONNEL COMMITTEE

Minutes of the meeting held on Monday 26th March 2018 at 7.30 pm

Present :-

Members of Committee:- Councillors Dev Clutterbuck and Jackie Bush

Also present : Martin Dolton – Clerk of the Council

No members of the public were present

Clerk's Note: *This meeting was not quorate (minimum 3 voting members required) Therefore, all decisions will be referred as recommendations to the meeting of the full council to be held on 9th April 2018 for approval.*

1718/FP/023 Apologies for absence.

Councillors Alan Lovell and Graham Fortune.

1718/ FP/024 To confirm and sign the minutes of the meeting held on 27th November 2017.

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

1718/ FP/025 Declarations of Interest from Councillors.

NIL

1718/ FP/026 Public Participation

There were no members of the public present

1718/FP/027 To review the end of Financial Year Spend vs Budget

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.

RECOMMENDATION :-

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

1718/ FP/028 To allocate the Councillor quarterly internal audits for the year 2018 – 19

It was agreed that the Councillor Internal Audits for the financial year ahead would be conducted by :-

Q1 (July 2018) : Councillor Jackie Bush
Q2 (October 2018) : Councillor James Hoddell
Q3 (January 2019) : Councillor Alan Lovell
Q4 (April 2019) : Councillor Dev Clutterbuck

1718/ FP/029 To consider the financial & resource implications of new Data Protection Legislation effective May 2018

Members considered the introduction of the new Data Protection Legislation (GDPR) coming into effect in May 2018, and the effect this will have on resources and potential expenditure for a designated Data Protection Officer. The council awaits further information and guidance from NALC and the SLCC but acknowledge the implications.

RECOMMENDATION :-

Members acknowledge the implications in terms of resource time and potential financial costs relating to the introduction of the new Data Protection Legislation (GDPR) coming into effect in May 2018.

1718/FP/030 CONFIDENTIAL ITEM : To consider the annual salary review & increments of staff

Members had received a report from the Clerk relating to the contractual arrangements for salary incremental increases of staff.

RECOMMENDATION:-

The council authorize that the Clerk and the Village Orderly are awarded the annual salary increments as in their contracts of employment, and the National Local Council cost of living increase is applied when known.

1718/FP/031 Matters For Information

- The Clerk reported that due to the postponement of a visit by the independent internal auditor in early March 2018 (due to extreme weather) the annual review of the financial risk assessment and the latest audit report could not be presented to this meeting, but would be available for scrutiny and subsequent approval at the full council meeting on 9th April 2018.

There being no further business the meeting closed at 8.30p.m.

- Next Scheduled Meeting : Monday 16th July 2018

Signed by Chair of Committee

Date