

# CHURCHILL PARISH COUNCIL



## FINANCE AND PERSONNEL COMMITTEE

Minutes of the meeting held on Monday 19th July 2021 at 7.30 pm

**Present: -**

Members of Committee: - Jackie Bush, Harriet McBride, Richard Baker, Jan Murray and Mimi Simpson.

Also present: Martin Dolton – Finance Officer (RF0) of the Council

No members of the public were present

**2122/FP/001 Apologies for absence.**

Councillor Bill Carruthers.

**2122/FP/002 To elect a Chair of this committee for the current year.**

Councillor Richard Baker was nominated and duly seconded to serve as Chair of the committee for the 2021-22 year. There being no further nominations, he was elected by unanimous vote.

**RESOLVED**-Councillor Richard Baker is elected as Chair of the Finance & Personnel Committee for the 2021-22 year.

**2122/FP/003 To elect a Vice Chair of this committee for the ensuing year.**

Councillor Harriet McBride was nominated and duly seconded to serve as Vice Chair for the 2021-22 year. There being no further nominations, she was elected by unanimous vote.

**RESOLVED**-Councillor Harriet McBride is elected as Vice Chair of the Finance & Personnel Committee for the 2021.

**2122/ FP/004 Declarations of Interest from Councillors.**

NIL

**2122/ FP/005 To confirm and sign the minutes of the meeting held on 19<sup>th</sup> April 2021.**

The minutes of the meeting held on 19<sup>th</sup> April 2021 were agreed and signed as a correct record.

**2122/ FP/006 Public Participation**

There were no members of the public present.

# CHURCHILL PARISH COUNCIL

## **2122/FP/007 To review the budget / expenditure to date for 2021-22**

Members had been in receipt of the latest update of spend vs budget for the current financial year. Members worked through the detail, and after minor queries were raised 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 to be reported.

## **2122/ FP/008 To review and appoint Bank Account Signatories**

Members considered the requirement to review the current status of the bank account signatories / mandate, necessary due to recent resignations. After discussion it was agreed that Councillors Richard Baker and Harriet McBride should be appointed.

**RESOLVED**-The councillors now appointed as bank account signatories are named as: Jackie Bush (existing signatory), Richard Baker and Harriet McBride.

## **2122/FP/009 To consider request from the Finance Officer relating to necessary virements within budget headings**

The RFO reported to members that due to the recent change in staffing, virements from general reserves to the employment codes of Salary, Pension and PAYE would be required to ensure future payments in these categories are within budget.

**RESOLVED**-The budget virements from General reserve funds to staffing codes (Pension + £1,500, Salaries + £1,000, HMRC PAYE +£1,500) are approved.

## **2122/FP/010 Staff Pensions**

The Finance Officer reported a matter concerning an individual member of staff and pension rights, requesting guidance on the employer contribution.

**RESOLVED**-It was agreed that the member of staff is granted the same employer pension contribution as current staff, and the Finance Officer to arrange this via the Avon Pension Fund. Should the employer contribution required by the fund exceed that provided to current staff, the RFO is to level up current staff.

### **For Information**

Councillor Mr Jan Murray updated the meeting on the meeting on the advertising banners used for the upcoming Banwell Bypass open meeting, and the work and considerations of the communications group.

There being no further business the meeting closed at 9.10pm  
Next Scheduled Meeting: Monday 29<sup>th</sup> November 2021

Signed by Chair of Committee .....

Date .....

End of minutes