

Clerk to the Council/RFO: Julie Hodgkiss
Chairman: Cllr Caroline Clode

Minutes of the Finance and Personnel Committee Meeting held at 7:15pm on **Monday 23rd May 2022** at Lythwood Room, Bayston Hill Memorial Hall.

Present: Cllrs Teckoe (Chair) (CT), Clode (CC), Clarke (TC),
Higgins C (CH), Higgins P (PH).

Not in attendance: Cllr Parkhurst (AP)

In attendance: Julie Hodgkiss, Clerk

F1.22/23 ELECTION OF CHAIR
RESOLVED: TC nominated CT to be the Chair of Finance and Personnel Committee for 22-23, this was seconded by CH and agreed by all members present.
There were no further nominations. CT accepted this nomination and took the chair.

F2.22/23 ELECTION OF VICE CHAIR
RESOLVED: TC nominated AP to be Vice Chair of the Finance and Personnel Committee for 22-23, this was seconded by CC. 3 members voted for and 2 against, motion carried.
There were no further nominations

F3.22/23 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE
Apologies were received from Cllr Parkhurst – ill health.

F4.22/23 DECLARATIONS OF INTEREST
None

F5.22/23 PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS
None

F6.22/23 MINUTES
The minutes of the meeting held on 17th January 2022 were reviewed as an accurate record of proceedings. **Proposed CH to approve, seconded by CC and agreed by all members present.**

F7.22/23 FINANCIAL POSITION BY COST CENTRE AND CODE SUMMARY
The clerk presented the budget situation by cost code as at 31st March 2022. Highlighted overspends relating to staff costs, due to a staff structure change, from when the budget was set and the longer than anticipated time to recruit a new Clerk. Also unexpected sharp rises in electric costs for council buildings. Increase in income from facilities hire and the receipt of 2 grants,

equalling £11,000 that was not budgeted for. On the whole the position at year end was as reported to members throughout the year.

RESOLVED: The Committee noted the report.

F8.22/23 BANK RECONCILIATION

The Clerk presented the signed bank reconciliation as at the 31st March 2022.

RESOLVED: The Committee noted the report.

F9.22/23 INTERNAL AUDITORS REPORT

The Clerk went through the auditor's report 21/22 and updated members with progress made on the items that had been highlighted.

RESOLVED: The Committee noted the report.

F10.22/23 ANNUAL GOVERNANCE STATEMENT

RESOLVED: TC proposed that the Annual Governance Statement be recommended to Full Council for approval, this was seconded by CC and agreed by all members present.

F11.22/23 ANNUAL RETURN

The Clerk presented the Annual Return with an explanation to the variances between last year and this, along with a detailed list of the variance between box 7 and 8. The Clerk also presented the Public Inspection Notice, which will run from 15th June 2022 – 26th July 2022.

RESOLVED: TC proposed that the Annual Return be recommended to Full Council for approval, this was seconded by CH and agreed by all members present.

F12.22/23 STAFF RECRUITMENT UPDATE.

The Clerk explained that so far, we have been unsuccessful in finding a suitable candidate for the vacant Handy Person post. This is proving difficult for the team and will be more difficult when staff take summer annual leave.

RESOLVED: TC proposed that the committee recommend to Full Council that the post be adjusted to a zero hours contract in order to attract more candidates, CC seconded and this was agreed by all members present.

Committee was keen to stipulate that a zero hours contract should be fixed short term and was a last resort to cover the summer period.

F13.22/23 POLICY REVIEW

The Clerk presented the following to committee

Staff Handbook

Bereavement Policy

Anti-Bullying and Harassment Policy

RESOLVED: CC proposed that the committee recommend that adoption of the updated policies to Full Council with minor adjustments to the Bereavement Policy, this was seconded by TC and agreed by all members present.

Meeting closed at 7:50pm

Signed Chair.....Date.....