

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

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Minutes of the **Finance and Personnel Committee** Meeting held at 7:15pm on **Monday 25<sup>th</sup> July 2022** at Lythwood Room, Bayston Hill Memorial Hall.

**Present:** Cllrs Teckoe (Chair) (CT), Clode (CC), Clarke (TC).

**Not in attendance:** Cllrs, C Higgins, P Higgins, A Parkhurst

**In attendance:** Julie Hodgkiss, Clerk

**F14.22/23 TO RECEIVE APOLOGIES AND REASONS FOR ABSENCE**

Apologies were received from Cllr Parkhurst – ill health. Cllr H Higgins and P Higgins – Work Commitments.

**F15.22/23 DECLARATIONS OF INTEREST**

None

**F16.22/23 PUBLIC SPEAKING/QUESTIONS AT COUNCIL MEETINGS**

None

**F17.22/23 MINUTES**

The minutes of the meeting held on 23<sup>rd</sup> May 2022 were reviewed as an accurate record of proceedings. **Proposed CC to approve, seconded by CT and agreed by all members present.**

**F18.22/23 FINANCIAL POSITION BY COST CENTRE AND CODE SUMMARY**

The clerk presented the budget situation by cost code as at 30<sup>th</sup> June 2022. A written report on variances was presented and reasons for these differences highlighted. Clerk pointed out that any necessary virements within cost centres would be considered much later on in the financial year.

**RESOLVED: The Committee noted the report.**

**F19.22/23 BANK RECONCILIATION**

The Clerk presented the signed bank reconciliation as at the 30th June 2022.

**RESOLVED: The Committee noted the report.**

**F20.22/23 QUARTER ONE VAT RETURN**

The Clerk presented the VAT submission report for HMRC for Quarter One. The VAT submissions are now via “Make VAT Digital” and the Clerk pointed out that the VAT refund had already been received.

**RESOLVED: The Committee noted the report.**

**F21.22/23 INSURANCE STATEMENT VALUATION**

**RESOLVED: TC proposed that contractor A be selected for this work for £925 plus VAT plus milage and expenses, this was seconded by CC and agreed by all members present.**

**F22.22/23 APPRAISAL PROCESS**

Members were happy with the appraisal process in general but requested that the Clerk research methods and paperwork used at other Parish Councils and bring suggestions back to a future meeting.

**F23.22/23 POLICY UPDATES**

**RESOLVED: CC proposed that the committee recommend to Full Council the adoption of the following policies;**

- **Data Protection Policy**
- **Disciplinary Policy**
- **Drug and Alcohol Policy – with the addition of the additional line “Employees may be subject to random tests, subject to the direction of the Council”**
- **Grievance Policy**
- **Emergency/Dependant Leave Policy**

**This was seconded by CT and agreed by all members present.**

**F24.22/23 STAFF ANNUAL LEAVE**

**RESOLVED: The Committee noted the report.**

Meeting closed at 8.20pm

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