



PANGBOURNE PARISH COUNCIL

FINANCE AND COMPLIANCE COMMITTEE MINUTES

At a meeting of the Finance and Compliance Committee held at Pangbourne Village Hall on
Wednesday 22nd September 2021 commencing at 1.30pm

Present: B Kerr Muir, J Higgs, P MacIver,
R Elkin (Clerk)

FC/100 **APOLOGIES FOR ABSENCE**

NG sent Apologies

FC/101 **DECLARATIONS OF INTEREST RELEVANT TO THE AGENDA**

None

FC/102 **MINUTES OF THE LAST MEETING**

Minutes of the last meeting on 27th January 2021 were signed by the Chairman as an accurate record with no amendments

FC/103 **MATTERS ARISING ON THE LAST MINUTES**

- BKM is continuing to work through policies at full council meetings
- JG appraisal to be arranged asap, Clerk appraisal completed but feedback form needs to be completed by Cllrs

FC/104 **REGULAR REVIEW OF FINANCIAL DOCUMENTS AND REPORTS**

- 1. The Bank Statements were checked against the latest budget control by Councillors and found to be accurate.

FC/105 **TO DISCUSS STAFF RECRUITMENT PARTICULARLY THE ASST CLERK ROLE AND AGREE ANY ACTIONS TO TAKE**

- Staff recruitment for the vacant Asst Clerk role was discussed.
- It was agreed that the closing dates for applications should be Friday 26th November to allow sufficient time for the adverts to be seen.
- It was further agreed that the advertisements should be placed in the Pangbourne Magazine, Noticeboards, Website and also to place a paid advert in Round & About Magazine and the Goring Gap news.
- PM to contact the paid advertisers and the Clerk to arrange the remainder.
- It was agreed to advertise and recruit on the same terms, conditions and benefits and pay scales as the previous post holder, however the Committee discussed the possibility of considering more flexibility regarding how hours are worked should this be needed. It was agreed to advertise on the same hours as previously and consider as required.

FC/106 **TO DISCUSS AND AGREE AMENDMENTS TO SIGNATORIES TO THE PARISH BANK ACCOUNTS**

- It was agreed that applications for amendments to the banking signatories will be made as follows.
- CH and GH will be removed as signatories having left the council and NG will be added as Chairman of Grounds. JG (Asst Clerk) will be added on the same basis as the Clerk in order that she can review payments for the cemetery and allotments and also assist with actioning the month schedule of payments and invoices.
- Clerk to set up applications with Cllrs to sign.

FC/107

TO RECEIVE ANY ITEMS FOR INFORMATION ONLY OR FOR THE AGENDA OF THE NEXT MEETING

The upcoming budgeting season was raised and the possibility of using the RBS accounting package for the process this year was considered. The Clerk stated that she felt that Excel was far more flexible in terms of being able to load up the last few years of expenditure by budget header for review but that she would look at what RBS has available in its budgeting module. The possibility of upgrading from Alpha to Omega was also discussed and will be looked into.

The Clerk agreed to provide an up to date CIL expenditure/funds position to the next full council meeting with a breakdown of the "expiration date" of each of the relevant years' funding amounts and how much remained by years.

The Charitable Trust was discussed briefly, and it was again agreed that a Recreation Ground working Group needed to be established and that TORs (Terms of Reference) needed to be agreed by the Grounds Committee/Full Council before the first meeting.

FC/108

Closure

There being no further business the meeting was closed at 3.10pm

_____ Chairman

_____ Date