



PANGBOURNE PARISH COUNCIL

FINANCE AND COMPLIANCE COMMITTEE MINUTES

At a meeting of the Finance and Compliance Committee held in Pangbourne Village Hall on **Tuesday 26th November 2019 commencing at 10.00am**

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

FC/63 **APOLOGIES FOR ABSENCE**

C Hartley J Pearce

FC/64 **DECLARATIONS OF INTEREST RELEVANT TO THE AGENDA**

None

FC/65 **MINUTES OF THE LAST MEETING**

Minutes of the last meeting on 1st October 2019 were signed by the Chairman as an accurate record with no amendments

FC/66 **MATTERS ARISING ON THE LAST MINUTES**

- The Council Risk Assessment has now been done and adopted. Individual committees need to review their own RA in more detail and hold under regular review ALL
- RBS installation by Clerk is ongoing- must be a priority CLERK
- BKM will follow up the outstanding matters relating to the Parish Byelaws BKM
- SF working on a social media policy SF
- BKM is working on a variety of policies and will progress these at future F&C meetings and Council Meetings BKM
- Progress needs to be made on the Village Plan update and this should be raised at future Council meetings ALL

FC/67 **REGULAR REVIEW OF FINANCIAL DOCUMENTS AND REPORTS**

- 1.The Bank Statements were checked against the latest budget control and found to be accurate (appended to these minutes).
- 2.Bank Mandate changes have made with BKM now a signatory and RH taken off. CH will be added once he returns as his signature is required to progress the forms. CLERK
- 3.Expenditure and income was forecasted to the end of the year and an expected balance for year end was given. CLERK /ALL
- 4.The Budget and Precept Planning for 2020-21 was presented again with no amendments from October. Aw recommendation was RESOLVED for full council

FC/68 **TO DISCUSS STAFFING MATTERS AS OUTLINED BELOW**

- **RESOLVE to approve final proposed Staff Pay scales, Salaries and Staffing Budget for the Parish Council for 2020/21.**
- **Consider Temporary staffing contract**
- **Review Applications received for the new Open Spaces Warden and arrange interview dates.**
- **Discuss and agree recruitment timescales for Assistant Clerk role.**

Please turn over

- The proposed staff pay scales salaries and staffing budget as listed in the draft 2020/21 budget and precept was RESOLVED for approval. The draft budget is appended to these minutes and will be recommended to full council at the December meeting.
- It was RESOLVED that the temporary staffing contracts come to an end once the Open Spaces Warden commences employment and the additional Asst Clerk role is advertised and filled.
- One application has been received for the Open Spaces Warden role. It was RESOLVED to interview the candidate as soon as possible with a view to commencing employment in December if successful. The interview panel will be BKM, PM and the Clerk
- A long discussion took place regarding the advertisement of the additional Asst Clerk role, the person specification required and where and how to advertise. It was RESOLVED to advertise via the magazine, website and parish noticeboards initially as it was felt that local knowledge would be an important specification of the role. BKM to devise the advert and the clerk will ensure it is placed in the December edition of the magazine. Depending on the response received, it is anticipated that interviews will take place in late January or February, however it was also agreed that it was crucial to take on the right person for the role and these timescales may need to be flexible. The current temps will be advised of the situation and invited to apply for the role.
- It was RESOLVED that both positions will be included within the LGPS pension scheme.

ALL

BKM
Clerk

FC/69 **TO DISCUSS AND REVIEW POLICIES AS APPENDED TO THIS AGENDA AND AGREE RECOMMENDATIONS FOR NEXT FULL COUNCIL MEETING, INCLUDING:**

- **H&S**
- **GRIEVANCE AND DISCIPLINARY**
- **PUBLICATION POLICY**
- **CODE OF CONDUCT**

Following discussion, it was RESOLVED unanimously to recommend the following policies to full council for approval:

BKM /
ALL

H&Safety
Complaints Policy
Grievance and Disciplinary
Code of Conduct

It was agreed to defer the Publication policy for completion as it is still a work in progress.

- The Policies will be on the agenda for the full council meeting in December

FC/70 **TO RECEIVE ANY ITEMS FOR INFORMATION ONLY OR FOR THE AGENDA OF THE NEXT MEETING**

None

FC/71 **Closure**

There being no further business the meeting was closed at 11.30am

_____ Chairman

_____ Date