



PANGBOURNE PARISH COUNCIL

FINANCE AND COMPLIANCE COMMITTEE MINUTES

At a meeting of the Finance and Compliance Committee held at Pangbourne Village Hall on
Friday 26th November 2021 commencing at 1.00pm

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

FC/109 **APOLOGIES FOR ABSENCE**

I Walker sent apologies

FC/110 **DECLARATIONS OF INTEREST RELEVANT TO THE AGENDA**

BKM stated that she knew one of the candidates for the Asst Clerk position vacancy

FC/111 **MINUTES OF THE LAST MEETING**

Minutes of the last meeting on 22nd September 2021 were signed by the Chairman as an accurate record with no amendments

FC/112 **MATTERS ARISING ON THE LAST MINUTES**

- BKM is continuing to work through policies at full council meetings
- TORs (terms of Reference) are still to be agreed for the Recreation Ground Working Party
- It was agreed that the working group/responsibility for the legal work associated with the Recreation Ground should sit within the F&C committee. HALC to be consulted and a letter of engagement to be completed
- Appraisals to be arranged asap, Clerk appraisal completed but feedback form needs to be completed by Cllrs
- The Clerk presented an up to date CIL report with receipts broken out by year received

FC/113 **REGULAR REVIEW OF FINANCIAL DOCUMENTS AND REPORTS**

- The Bank Statements were checked against the latest budget control by Councillors and found to be accurate
- It was noted that the following Bank Account Signatory amendments have been made
 - CH and GH removed as signatories having left the council and NG will be added as Chairman of Grounds.
 - JG (Assistant 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.
- It was suggested that IW be asked if he wished to become a signatory

FC/114 **TO DISCUSS STAFF RECRUITMENT FOR THE ASST CLERK ROLE AND AGREE ANY ACTIONS TO TAKE**

- Staff recruitment for the vacant Assistant Clerk role was discussed.
- Applications for the position have now closed and interviews will be arranged with the three candidates for next week with a view to a start date early in the new year.
- It was agreed that following the interviews, the interview panel (BKM, PM and Clerk) would make a recommendation of employment to the next full council (if appropriate).

FC/115 **TO REVIEW AND AGREE A DRAFT BUDGET FOR 2022/23 TO PROPOSE TO FULL COUNCIL**

An initial draft budget was presented to the F&C committee by the Clerk with a:

- Precept of £127,874
- Budget of £306,974
- The Precept increase was 2.7%

The Admin and General and Parish Council central categories were reviewed and discussed and the recommendations from the Grounds and Village Hall Committees submitted.

FC/116 **TO RECEIVE ANY ITEMS FOR INFORMATION ONLY OR FOR THE AGENDA OF THE NEXT MEETING**

- NG requested that expenditure sign off levels/thresholds be reviewed the next time Standing Orders were reviewed.
- It was agreed that a short meeting of the Charitable Trust would be held immediately before the December Full Council meeting at 7pm.

FC/117 **Closure**

There being no further business the meeting was closed at 2.15pm

_____ Chairman

_____ Date