



## PANGBOURNE PARISH COUNCIL

### FINANCE AND COMPLIANCE COMMITTEE MINUTES

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At a meeting of the Finance and Compliance Committee held in Pangbourne Village Hall on **Tuesday 1<sup>st</sup> October 2019 commencing at 7.00pm**

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

FC/54 **APOLOGIES FOR ABSENCE**

C Hartley

FC/55 **DECLARATIONS OF INTEREST RELEVANT TO THE AGENDA**

None

FC/56 **MINUTES OF THE LAST MEETING**

Minutes of the last meeting on 19<sup>th</sup> June 2019 were signed by the Chairman as an accurate record with no amendments

FC/57 **MATTERS ARISING ON THE LAST MINUTES**

- The Clerk reminded the F&C Committee for the benefit of the minutes that the 2018-19 Annual External Audit had now been concluded as reported at full council with no issues. The necessary notices of conclusion have been placed on noticeboards and the website.
- 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
- PM will follow up the outstanding matters relating to the Parish Byelaws. PM
- SF/NS are working on a social media policy. SF/NS
- 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/58 **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. The latest Budget Control report was reviewed and the forecast to the end of year was presented by the Clerk. It is forecasted that the overall deposits at year end will be broadly in line with those forecasted when budgets and precepts were first drafted in December. It was RESOLVED to recommend to approve the Plan Virements by category at the October Council meeting.
- The timetable for budget and precept setting for 2020-21 was discussed and approved and will commence with the October committee meetings reviewing and approving budgets for recommendation to the October council meeting and end with the final Precept sign off at the January 2020 Meeting. CLERK /ALL

**TO DISCUSS STAFFING MATTERS AS OUTLINED BELOW**

- Review National Joint Agreement on Salaries and Grading for staff/councils
  - Consider Staff Pay-scales and Salaries as a whole, ie total wage bill for the Parish Council and in order to do this, agree a staffing/operational model.
  - Consider Temporary staffing contracts.
  - Consider and approve the job specification, hours and contract for the new Open Spaces Warden role.
  - Consider Staffing Budget for 20-21 Precept/Budget planning.
  - Agree Recommendation to take to full council in October for approval.
  - Agree the recruitment process for the new Open Spaces Warden and the implementation timescales and practicalities of any changes to the staffing model.
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- A staffing model has been drawn up by a staffing working group (Clerk, PM, BKM) based on other councils with similar responsibilities and income and also on an assessment of the needs within Pangbourne and with sight of the NJC and SLCC staffing conditions and models.
  - A recommendation was made to the F&C committee, as appended to these minutes, which makes provision for the recruitment of an Open Spaces Warden and a second P/T Assistant Clerk to work alongside the current Clerk and P/T Asst Clerk. It was presented that this model is necessary in order to deliver to a high quality, the range of services to the local residents that the council currently undertakes. It was noted that until a few years ago the council contributed significant sums to the joint provision of the Neighbourhood Wardens service which was shared with other parishes. This service was lost when WBC withdrew funding. The new Open Spaces Warden role seeks to combine many elements of this role with those of the River Warden on an all year round and permanent basis. This role is for up to 20hrs per week.
  - It was also noted that the current Asst Clerk's hours had been proposed to be set at 15pwk in 2017 and that the hours had been reduced to 8pwk due to personal circumstances. It was stated that there was still, therefore, a deficit in the hours required in the office and that a second Asst Clerk be recruited to work up to 20 hours pwk (in addition to the current Asst Clerk's 8 hrs pwk) to meet the requirement.
  - The overall proposal will provide up to 58 hours pwk in the office and 20 hours pwk for open spaces and amenities.
  - The proposal has been costed in line with NJC pay scales and the Clerk will demonstrate the affordability within existing reserves and precept as part of the 20/21 budget process.
  - It was RESOLVED unanimously to recommend these proposals to the full council at the October Meeting. BKM to draft.
  - It was agreed that BKM would draft a job advert for the Open Spaces Warden in the first instance for inclusion in the October/November Parish Magazine. Deadline for applications will be 15<sup>th</sup> November with interviews to be held soon after with a view to any suitable candidates commencing work as soon as possible.

CLERK

BKM/ALL

BKM

**TO RECEIVE AN UPDATE ON POLICIES (FOR INFORMATION ONLY) - TO BE DISCUSSED MORE FULLY AND ADOPTED AT THE NEXT MEETING**

- BKM has continued to work on the backlog of policies which are either missing or require an update.
- In the first instance, H&S for employees and the publication policy of the Council will be considered.
- Following that, Grievance and Disciplinary and the national Code of Conduct will be reviewed.
- It was agreed that one or two policies will be brought to full council as a standing item on the agenda each month for resolution as a standard practice going forward.

BKM /  
ALL

FC/61 **TO RECEIVE ANY ITEMS FOR INFORMATION ONLY OR FOR THE AGENDA OF THE NEXT MEETING**

None

FC/62 **Closure**

There being no further business the meeting was closed at 8.10pm

\_\_\_\_\_Chairman

\_\_\_\_\_Date