

Whittington Parish Council

FINANCE AND EXECUTIVE COMMITTEE

Minutes of the Meeting of Whittington Parish Council's Finance and Executive Committee held on Tuesday 19th November 2019 at 6.15pm in the Tea Rooms, Whittington Castle, Whittington.

Councillors Present: Frank Davies, Greg Hickman, Jill Whitby.

Also in attendance: Mrs A Jones (Clerk), 1 member of the Public.

16.19.FE APOLOGIES FOR ABSENCE

All Members in attendance.

17.19.FE DISCLOSABLE PECUNIARY INTERESTS

[Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable interest, whether or not the interest is entered in the register of members' interest maintained by the Monitoring Officer]

- a) Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests. **None declared.**
- b) To consider any applications for dispensation. **None received.**

18.19.FE CONFIRMATION OF MINUTES

To confirm the Minutes of the Finance and Executive Committee Meeting held on 25.06.19

It was **RESOLVED** to confirm the minutes of the Finance and Executive Committee Meeting held on 25.06.19 and they were duly signed as a true record.

19.19.FE EXCLUSION OF PRESS AND PUBLIC - To resolve:

That in accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960, members of the public and press be excluded from this item on the agenda on the grounds that the following item to be considered involves the likely disclosure of confidential information.

STAFFING MATTERS

- a) **Interim locum clerk to cover staff statutory leave** – appoint and agree terms and conditions

It was **RESOLVED** to approve the following terms and conditions for the locum clerk:

- Rate of Pay & Hours – Locum Clerk to receive the same hourly rate as the Clerk and that a timesheet be submitted detailing the hours worked whilst providing cover for the Clerk. The locum Clerk was asked to attend the January meeting to 'job shadow' the Clerk and begin the handover process. Hours accrued to be added to the timesheet. Mileage and expenses to be claimed at normal rate.
 - PAYE – For HMRC (TAX purposes) the Locum Clerk will be added as an employee with HMRC and removed at end.
 - Start and Finish Date – Locum Clerk to attend the January meeting to shadow the Clerk and it was agreed that this be brought forward a week to the 21st January. It was also agreed that the February meeting be brought forward to the 3rd Tuesday (18th) and that the Locum Clerk be on standby to provide cover if required, should the Clerk have gone on leave by this date. The March meeting will be Clerked by the Locum Clerk (4th Tuesday) and the April meeting will be dependent on the Clerks return to work date.
 - Locum Clerk to be provided with Access to OneDrive, Email and Passwords. Access to online banking is not required.
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- b) **Staffing documents and arrangements** – consider pay entitlement, leave entitlement, PAYE, recovery of statutory payments from HMRC, risk assessments

All documentation was considered and it was **RESOLVED** that an updated Risk Assessment is not required. It was **FURTHER RESOLVED** to:

- Not to apply for advanced funding for SMP.
 - To cancel the March Finance and Executive Committee Meeting and to carry out the Clerk's Annual Appraisal prior to the January meeting on 21st January at 6.45pm.
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20.19.FE POLICIES FOR REVIEW

Review the following documentation:

- a) General Reserves Policy
- b) Training and Development Policy
- c) Financial Regulations (following NALC update to model regulations)

The committee reviewed the policies and it was **RESOLVED** to **RECOMMEND** that a) and b) are reviewed with no amends and that c) be adopted as the latest NALC version.

21.19.FE ACCOUNTS & 2020/21 BUDGET PLANNING

Consider the Budget Report up to 31.10.19 and the draft 2020/21 budget prepared by the Clerk.

The Financial Reports were considered and it was **RESOLVED** to note the reports and note that the Draft Budget will be considered by Full Council at the January meeting.

22.19.FE DATE AND TIME OF NEXT MEETING

To consider the date and time of the next meeting.

It was **RESOLVED** to cancel the March F&E Committee Meeting and the next meeting will be held in June (date to be agreed at the May meeting)

Meeting closed: 19.10