

- FPR34/22** **Actions arising from the meeting of the Finance, Policy and Resources Committee – 7th June 2022**
Noted.
The IT Audit has been completed and results due imminently, for consideration at the next meeting.
An update on Well House was provided following a meeting on 5th July with the council's solicitor.
The report would be included in the agenda of the August meeting.
- The Senior Administration Assistant left the meeting at this point.
- FPR35/22** **Report from RFO.**
Report noted and on file.
A discussion was held regarding interest rates on accounts and it was requested that a comparison of other banks offering higher interest rates would be useful.
ACTION: Present options of banking with higher interest rates than currently using ACTION: RFO
- FPR36/22** **Finance matters:**
- i) Payments Schedule – to approve payments.**
The Committee requested that all purchases should be considered locally, and environmentally, before bought from further afield. A check on the PRS for Music invoices would be investigated by the Bookings Clerk and RFO.
Resolved: to approve the payments
Proposed: Cllr Iro
Seconded: Cllr Williams
All in favour
- ii) Bank Account Reconciliation Month 2 – to note the review by the Chairman.**
The RFO explained that the reconciliation had not been signed off at the end of May but the beginning of June due to delays in the paying in process.
Resolved: to note the review of the Bank Account Reconciliations Month 2 by the Chairman.
Proposed: Cllr Nicholson
Seconded: Cllr Iro
All in favour
- iii) Parish Council Financial Position Year to Date and Balance Sheet – to note current position**
Resolved: to note the current Financial Position Year to Date and Balance Sheet.
Proposed: Cllr Williams
Seconded: Cllr Webb
All in favour
- FPR37/22** **Capital Control Report - for information only**
Noted.
- FPR38/22** **Memorials Policy – Paper from the Executive Officer – for consideration**
The Committee considered the paper presented by the Executive Officer. It was felt that there were few enough requests to deal with these on an individual basis. It was noted that the West Hoe Cemetery Management Committee had a number of bench locations listed ready for installation if requests were made. It was added that a time limit was given – an initial lease period agreed and then a renewal time offered. The micro forest was suggested as a memorial area once this idea was progressed. The Executive Officer advised that, even without a policy in place, requests should be considered with a consistent approach and outcome.
Resolved: to consider requests for memorials on Parish Council land on an individual basis
Proposed: Cllr Marsh
Seconded: Cllr Jelf
All in favour
- FPR39/22** **Procurement and Lease of Vehicles Policy – for consideration**
Cllr Iro presented the paper, explaining how the council should move to a more environmentally friendly approach to its vehicles and related equipment. It was agreed that this policy should be put in place to ensure due consideration given to 'green' alternatives to petrol or diesel options.

Resolved: To move towards a more environmentally friendly system of Parish Council owned vehicles (and grounds machinery/equipment), to hire vehicles (new or second hand) and move to hybrid or electrically charged vehicles wherever possible

Proposed: Cllr Iro

Seconded: Cllr Williams

All in favour

FPR40/22

Review of Process of Buying Goods Locally – for consideration

The paper, prepared by the Senior Administration Assistant and Cllr Jones, was agreed as a good idea in principle. It was suggested to add in 'groundwork contractors' to the list of trades and services. It was stated that this list was still open to any new or different contractors and three quotations would still be needed for each project but it would be good practice to set this up and manage it going forward.

Resolved: to introduce an Approved Contractors Register, to authorise distribution to contractors who already carry out work for the Council and to advertise the register to the community for any other professional tradespeople to apply.

Proposed: Cllr Nicholson

Seconded: Cllr Williams

All in favour

ACTION: To enhance form and set up register, to distribute form for completion and advertise opportunity, to manage register year on year

ACTION: Senior Admin Assist (with Cllr Jelf to assist with initial form)

FPR41/22

Control of Contractors Policy – for consideration

The Executive Officer explained that this policy had been set up in 2015 by the Health and Safety consultant at the time. It was due for renewal to ensure fit for purpose and relevant to the parish council. It was noted that the public liability required by contractors needs to be consistent.

Resolved: To request that the new Health and Safety Consultant reviews this policy and assists with an update version for the Council

Proposed: Cllr Nicholson

Seconded: Cllr Pavey

All in favour

FPR42/22

Recording of Meetings – for consideration

The committee duly considered the potential need for, and benefit of, recording council and committee meetings. It was noted that any recordings would be deleted after the minutes signed as a formal record (Standing Order 1f). Any amendments to wording considered necessary after the draft minutes had been circulated by the Clerk, would be discussed with the parties concerned.

Resolved: To not use recording equipment in council or committee meetings (other than within Standing Order 3L and within the Protocol for Reporting at Meetings Policy)

Proposed: Cllr Marsh

Seconded: Cllr Pavey

All in favour

ACTION: To make available, at each meeting, the Protocol for Reporting at Meetings notice.

FPR43/22

Publication Scheme - Review – for consideration

The committee reviewed the publication scheme of 2015.

Resolved: To update the Publication Scheme as tabled and note the increase of charges from 10p per sheet of paper to 25p.

Proposed: Cllr Williams

Seconded: Cllr Jelf

All in favour

ACTION: Update the Publication Scheme and ensure publication on website **ACTION:** Exec Officer

FPR44/22

Requests for future agenda items

Terms of Reference and councillor attendance at F,P&R Committee meetings
Doctors' Surgery Update

FPR45/22

Date of next meeting – Tuesday 2nd August 2022

Noted.

FPR46/22

Motion for confidential business:

The Chairman then moved:

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be temporarily excluded, and they are instructed to withdraw in accordance with the provisions of the Public Bodies (Admissions to Meetings) Act 1960.

FPR47/22

Debtors List - for consideration

The Senior Admin Assistant reported on debtors and gave an update.

ACTION: To contact the debtor and reiterate payment is overdue and requiring remittance

ACTION: Senior Admin Asst

FPR48/22

Staffing Matters – Paper from the Executive Officer – for consideration

The Executive Officer presented the papers tabled.

i) Request from the West Hoe Cemetery Management Committee

The request from the West Hoe Cemetery Management Committee was heard and discussed. It was noted that there had been a lot of teething problems and this two-day week may ease initial challenges into a more manageable routine. The creation of a 5-year programme was suggested as a guide to maintenance at the site. It was suggested that a two-month trial period was resolved, with continuous monitoring with the employee, to ensure the increase from one day to two was workable. Concerns were raised about coverage of the Parish Lengthsman role in only three days but this would be monitored too. It was noted that the use of the Community Payback Scheme would soon be back in operation which would help with the workload.

Resolved: To agree to the Parish Lengthsman working two days per week (if necessary as an addition to the one-day role) for the West Hoe Cemetery Management Committee and monitor this continuously with the employee for a two-month trial period.

Proposed: Cllr Pavey

Seconded: Cllr Marsh

5 in favour, 2 abstentions

ACTION: Exec Officer/Clerk to WHCMC

ii) To review the draft job description and job advertisement tabled and make recommendations as a result

The job advertisement and job description were reviewed. The committee changed the role title to 'Projects Manager' as better suiting the post, and considered the salary required for such.

Resolved:

i) To change the name of the new role to 'Projects Manager' and at a salary of spine point 9.

ii) To review all office staff salaries to ensure equity of role responsibilities

Proposed: Cllr Iro

Seconded: Cllr Marsh

All in favour

ACTION: Exec Officer

There being no further business the meeting ended at 9:21pm.