

Hemyock Parish Council Finance Committee Meeting
held in the Forbes Lounge, Parish Hall, Hemyock at 1.00pm on 20th February 2016

Subject	Action
<p>1. <u>Present</u> Mrs H Stallard, Miss P Lawrence, Mr N Punnett, Mr T Barton and Mrs D Evans (Parish Clerk).</p>	
<p>2. <u>Declarations of Interest/Dispensations</u> None were declared.</p>	
<p>3. <u>Minutes from previous meeting</u> PROPOSAL: The Finance Committee minutes of the 20th November 2015 are approved. PROPOSED: Mr N Punnett SECONDED: Mrs H Stallard DECISION: passed (all in favour)</p>	
<p>4. <u>Matters Arising</u></p> <p>4.1 Financial Regulations/Mandate – Unity Bank offers an internet banking service, specifically for parish councils, that offers the necessary internal security checks and processes. PROPOSAL: It is recommended to full council that the clerk opens an account with Unity Bank that will incur a £5 per month fee. It will enable the council to use internet banking and have access to account daily for reconciliation purposes etc. Financial Regulations to be updated accordingly. PROPOSED: Mr N Punnett SECONDED: Mrs H Stallard DECISION: All agreed</p> <p>4.2 Asset Register – clerk to chase DALC for response ref clarification on revaluing rule.</p> <p>4.3 Insurance Review – clerk received a quote of £950 plus VAT to assess insurance values. Clerk to ask Mr S Major for advice.</p> <p>4.4 CiLCA – clerk has entered to do this exam this year. She will log the hours separately on her timesheet.</p>	<p>Full council</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
<p>5. <u>Financial Update</u> The clerk updated the group on the latest financial position, including:- Income - VAT reclaim completed, SDF grant applied for. Expenditure – Insurance premium for The Garages due, tree works at cemetery, additional expenditure spent on village maintenance due to repairs to Hollingarth wall, money will not be spent on St Margaret’s Brook or cemetery railings until next year.</p>	
<p>PROPOSAL: agenda items 7, 8 & 9 are dealt with before agenda item 6. PROPOSED: Mr N Punnett SECONDED: Mrs H Stallard DECISION: All agreed</p>	
<p>7. <u>Items raised by Chairman</u> Chair suggested the parish council needs an appraisal policy and recommended one is adopted similar to that used by Eastington Parish Council. PROPOSAL: It is recommended to full council that it adopts an appraisal policy, similar to that of Eastington Parish Council. PROPOSED: Mr N Punnett SECONDED: Miss P Lawrence DECISION: All agreed</p>	<p>Full council</p>
<p>8. <u>Items raised by councillors</u></p> <p>8.1 Website – Miss P Lawrence briefed the group on the future of the village website. More information is to follow but it was suggested that the parish council pay the hosting costs of any future website which is believed to be approx. £300 per annum. Clerk to add to agenda for full council meeting.</p>	<p>clerk</p>
<p>9. <u>Date of next meeting</u> Tuesday 19th May at 7.30pm, Venue tbc</p>	
<p><u>Exclude Press & Public</u> Chair moved under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 that the press and public be excluded from the meeting for the following item of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted PROPOSAL: Press and public are excluded from the rest of meeting because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.</p>	

<p>PROPOSED: Mr N Punnett SECONDED: Mrs H Stallard DECISION: passed (all in favour) <i>The clerk left the meeting</i></p>	
<p>6. <u>Clerk's Appraisal & Job Evaluation</u> The Chair shared with the committee members the result of his annual appraisal meeting with the clerk. He also shared the results of the Job Evaluation Exercise he had completed using the NALC/SLCC nationally agreed procedure together with a recommendation to put to the committee for the clerk's salary. The committee took time to repeat the full exercise and a recommendation will be made to the full council.</p>	<p>Full council</p>

Meeting closed at 2.30pm

Signed.....*Date*.....