

BLACKWELL PARISH COUNCIL – Minutes

Minutes of the Blackwell Parish Council Finance & HR Committee Meeting held on Wednesday 25th October 2023, 10am at Hilcote Community Centre.

PRESENT

Cllrs: C Moesby (Chair), I Newham (Vice-Chair) and A Burrows

ALSO PRESENT

K Poynter (Clerk)

Members of Public: 0

FHR/015/23 To Receive Apologies for Absence
None

FHR/016/23 Variation of Order of Business (if required)
None.

FHR/017/23 Declaration of Members Interests
To be declared if relevant items arise.

FHR/018/23 Public Speaking
No members of public were present.

FHR/019/23 To confirm the minutes of the Finance and HR Committee meeting held on 20th September 2023
RESOLVED: To accept the minutes as presented to the full council.
Agreed by All

FHR/020/23 Finance
RESOLVED: to accept the latest report on expenditure in relation to the budget.
Agreed by All

It was noted that there were no additional updates with regard to finance and Newton Community Centre floor since the extraordinary council meeting last week.

RESOLVED: to include the proposed calculations for wages for the budget for 2024/25. (LGA 1972 s112)
Agreed by All

FHR/021/23 Grant Funding (LGA 1972 s139)
RESOLVED: that expenditure for projects that are funded outside of the council should not be entered into until project funding had been received. If payments for such projects required expenditure to occur first and then money claimed back, it was agreed that council should resolve that it be brought to the Finance and HR Committee or full council as appropriate to agree payment, on account of the low reserves.
Agreed by All

FHR/022/23 Staffing (LGA 1972 s112)
RESOLVED:

- To authorise a request from the Admin Assistant currently on maternity leave for a change in hours upon their return to work from December.
- To obtain further advice regarding the Parish Ranger request for working seasonal hours
- To approve a slight change in the working hours and practices of the Clerk - which would also allow for continued staff safety particularly when the Admin Assistant returns to work.
- To keep monitoring overtime undertaken by the Clerk, that lieu hours should be taken where possible and a review conducted in February 2024.
- That the pay scale of the Clerk be adjusted in accordance with their contract.

Chairman's Signature: _____ Date: _____

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- That the draft job description for an additional fifteen-hour post be taken to council for approval. It was noted that the budget would allow for this post to start in December, and would then be included in the budget for 2024/25. If approved, it would be advertised internally in the first instance.

Agreed by All

RESOLVED: That weekday caretaking should stay with Vertas for now, but to obtain quotes from other places to see what is happening with the market in general.

Agreed by All

RESOLVED: That advice would be sought from Bolsover District Council regarding Service Level Agreements for evening and weekend keyholders for the community centres and a caretaker for Bamford Street park.

Agree by All

FHR/023/23

Policies

RESOLVED: to accept the first draft of an Internal Controls Policy and that amendments should be made as suggested and taken to full council.

Agreed by All

FHR/024/23

Date and Time of Next Meeting

Full Council: Monday 6th November 2023, 7pm at Hilcote Community Centre

Committee: To be arranged for week commencing 13th or 20th November in time for the Budget meeting at the end of November

The meeting closed at 11.25am.

Chairman's Signature: _____ Date: _____