

BLACKWELL PARISH COUNCIL – Minutes

Minutes of the Blackwell Parish Council Finance & HR Committee Meeting held on Wednesday 13 March 2024, 1pm at Hilcote Community Centre.

PRESENT

Cllrs: C Moesby (Chair), I Newham (Vice-Chair) and R Poulter

ALSO PRESENT

K Poynter (Clerk)

Members of Public: 0

FHR/001/24 To Receive Apologies for Absence
None

FHR/002/24 Variation of Order of Business (if required)
To approve the minutes of the last meeting further down the agenda.

FHR/003/24 Declaration of Members Interests
To be declared as items are discussed.

FHR/004/24 Public Speaking
No members of public were present.

FHR/005/24 Finance

- *Review of current budget vs expenditure*

RESOLVED: to approve a review of income and expenditure vs the budget as it currently stands and confirm that any remaining money be transferred to the CCLA account when the new signatories have been approved.

Mover: Cllr Moesby

Seconded: Cllr Poulter

Agreed by All

- *Consider a list of debtors*

RESOLVED: to recommend

- That the steps discussed at full council to reclaim some of the bad debt be taken for the current list

- To put provision for bad debt into the budget for 2025/26

- That a list be presented to the Finance & HR Committee every quarter

- And that the proposed Debt Management Policy be taken to council for approval

Mover: Cllr Newham

Seconded: Cllr Poulter

Agreed by All

- *Consider a list of approved contractors*

RESOLVED: to recommend that the presented contractors be contacted to make sure that they have relevant policies, procedures and insurances in place, and if so, to accept the people on that list, and to add any further recommendations of local people.

Mover: Cllr Moesby

Seconded: Cllr Poulter

Agreed by All

- *To consider any updates to the Audit/End of Year Process*

It was noted that Rialtas will be doing End of Year on 24th April. Staff are currently waiting for the Annual Return forms to be sent out and a date to be set with the internal auditor. Cllr Poulter has offered to give guidance and it was agreed that if the Clerk needs any further help, to let council know and support will be sought.

- *To consider the AGAR statements*

The Committee read through the AGAR statements to make sure that everything was on track and that recommendations have been followed up. There was a discussion about the Risk Management Risk Assessment and it was suggested to look to Bolsover District Council and their Risk Management Policies to ensure that the parish policies are robust enough.

- *Update on the delayed filing with the Charity Commission*

Because of the new system in place, there have been delays in getting new login details out to charities. Information for the three charities wasn't sent until February - after the deadline - but the Charity Commission have confirmed the submissions have been made and altered the dates to show they are on time, so no fines will be incurred.

Chairman's Signature: _____ Date: _____

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- *To confirm the relationship between the Council and the Charities*

The council will continue to essentially make grants to the charities to clear any outstanding payments. This will need to be looked at more closely when the bank accounts are open.

- *.gov.uk and e-mail provision for Councillors*

RESOLVED: to recommend to keep looking at options as it could be a big investment and there is an importance to getting it right first time, and to ask potential providers whether it could be transferred to another supplier in the future if the need arose.

Mover: Cllr Roger

Seconder: Cllr Newham

Agreed by All

- *Balance sheets*

It was agreed to defer looking at balance sheets until Cllr Poulter had been in the office to advise on moving the BDC loan to a different section as it was throwing the figures out slightly.

- *Updates on the phone/internet contract and water situation on Charnwood*

The Clerk asked for wording for Onecom and will get back to them. Cllr Poulter outlined the situation regarding the £2000 water bill for Charnwood and that it looks like historical underestimated readings are the cause and adjustments have been made going forwards by Water Plus.

- *Bin emptying provision*

Cllr Moesby declared in interest in this item.

Martins had been contacted and they don't empty street litter/dog poo bins.

RESOLVED: to re-contact Bolsover District Council to make sure all of the bins listed on the quote are Blackwell Parish Council bins and once that has been confirmed, to accept the service.

Mover: Cllr Poulter

Seconder: Cllr Newham

FHR/006/24 **Staffing (LGA 1972 s112)**

- *Appraisals*

The Clerk reported that appraisals had been undertaken for the Admin Assistant and Parish Ranger and they had gone really well. It was suggested that contracts be looked at to make sure that they are up to date.

RESOLVED: to recommend, accepting the results of the appraisals, putting together a list of tools that the Parish Ranger needs and to look at whether annual training is required.

Mover: Cllr Newham

Seconder: Cllr Moesby

Agreed by All

- *Staff Leave*

RESOLVED: to recommend a Compassionate Leave / Bereavement Policy that includes:

- 5 days compassionate leave for immediate family - i.e. parent/spouse/child
- 2 days compassionate leave for family once removed - i.e. grandparent/grandchild
- 1 day compassionate leave for the funeral of an Aunt/Uncle or best friend.
- If further time was required, annual leave or unpaid leave could be taken.

Mover: Cllr Poulter

Seconder: Cllr Newham

Agreed by All

RESOLVED: That the Clerk could carry over any over time (17 hours recorded at the time of the meeting) into the next financial year.

Mover: Cllr Moesby

Seconder: Cllr Newham

Agreed by All

- *Mileage*

RESOLVED: that the mileage payment for staff journeys for work purposes would be paid at 45p per mile for no more than 10,000 miles per year.

Mover: Cllr Moesby

Seconder: Cllr Newham

Agreed by All

- *Service level Agreements*

The suggested Service Level Agreement from Bolsover District Council was looked at it was agreed that whoever supplies a service to the council in terms of being a key holder should sign a copy of that agreement. For example, if a key holder uses someone else for cover, then that person should also sign a copy.

- *Provision of cover in case of emergency in letting in groups into the centres an evening*

It was agreed that staff members would be able to provide cover in the case of an emergency or lack of any other cover, and that they would be paid at the same rate as the contractor who normally undertakes the role, and that payment would be added to wages.

- *Other staffing issues.*

It was noted that the Procurement and Projects Assistant had handed their notice in.

Chairman's Signature: _____ Date: _____

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RESOLVED: to recommend

- To delay recruiting by a couple of months and for best practice, have a look at the gaps that need filling to make sure the best role is offered.
- For when staff are on their own in the office, state that an appointment needs to be booked to see a member of staff/pay a visit. This information to be put on the website.

Mover: Cllr Newham

Seconder: Cllr Poulter

Agreed by All

FHR/007/24 To confirm the minutes of the Finance and HR Committee meeting held on 22 November 2023

RESOLVED: To accept the above minutes as presented to the full council.

Agreed by All

FHR/008/24 Date and Time of Next Meeting

Full Council: Monday 8th April, 7pm at Hilcote Community Centre

Committee: to be arranged when more is known about the internal and external audits.

The meeting closed at 2.57pm.

Chairman's Signature: _____ Date: _____