

## Stockland Parish Council

### Minutes of the Finance and Staffing Committee Meeting held in the Committee Room, Stockland Victory Hall on Wednesday 8<sup>th</sup> June 2016 at 4pm

- 1) **Election of Chair**; resolved to elect Richard Griffiths
- 2) **Public Participation Time** (SO 1e & f); No members of the public present.
- 3) **Resolved to exclude members of the press and public** as publicity would prejudice the public interest by reason of the confidential nature of the business to be transacted [Public Bodies(Admission to Meetings Act) 1960].Agenda item 7 (relating to an individual)
- 4) **Present**; Cllrs Griffiths (chairperson), Drew, Maitland and Clay  
In attendance K Pearson, Clerk to the Parish Council.
- 5) **Apologies** for absence; Cllrs Durrant and Patch
- 6) **Declarations of Interest**: Members declared no interests in agenda items that accord with any Disclosable Pecuniary Interest (s31 & 33 of the Localism Act 2011) or Personal/Prejudicial Interests (Code of Conduct, 2012).
- 7) **Finance and Staffing Committee**; resolved; to amend the Terms of Reference to be:-  
'a.i. Membership to be six members, including the four cheque signatories, vice chair and one other councillor'. It was agreed that Cllr Clay be elected; that meetings be held on the following months to fit in with budgetary and precept systems, June, Sep, Dec and Mar.
- 8) **Contract of Clerk**- resolved to; consider a limit to the hours worked per month, a signing off procedure for mutual agreement; consider arrangements for cover for the Clerk whilst hospitalised to be dealt with as a confidential item.
- 9) **Review of Standing Orders, Financial Regulations, Code of Conduct ,Risk Assessment; Risk Schedule and Internal Controls system**; resolved to consider changes to the procedures particularly the Financial Regulations specifically paragraphs 1.32,33,61 and 66 to be implemented as set out; the Internal Controls System to consider whether the field and car park should be treated as assets on the Register, the clerk to bring forward the changes to the council (Audit and Accountability Regulations 2014).
- 10) **Annual Return for the year ended 31<sup>st</sup> March 2016**; resolved to receive the written report from Cindy Porter, Internal Auditor and to further consider placing cash on short deposit with a recognised agency.
- 11)**Banking and Accounts**- resolved to receive and agree the bank statements, accounts and balances in line with the Financial Regulations for the Annual Return, bringing it for signature at the next council meeting..
- 12)**Items of Future Business** None were identified for the next Agenda
- 13) **Confidential Items**: In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of issues agreed under item 3 of the Agenda; **Agenda item 7, Contract of Clerk (relating to an individual, s1 of the DPA).**; agreed that the Clerk update the budget with current figures and send to the chair and vice-chair of the council to monitor expenditure; if more worktime was seen to be required to discuss it and refer competing priorities to them.

Signed .....

28<sup>th</sup> June 2016  
Chairman

Meeting closed at 6pm