

**Loughton & Great Holm Parish Council**

**Finance & Staffing Committee**

**Minutes of the meeting held on Monday 13th March 2017, 7:30pm at Holmwood School, Kensington Drive, Great Holm, Milton Keynes**

**PRESENT: Cllrs Sandra Boland (Chair), John Howe (Vice – Chair), Peter Ballantyne**

**Also present:** Brian Barton (Parish Clerk)

**FS 36/17 Apologies:**

Received from Cllrs Andy Dransfield and Peter Todd

**NOTED**

**FS 37/17 Declarations of Interest:**

There were no declarations of interest.

**NOTED**

**FS 38/17 Minutes of the previous meeting:**

The minutes of the previous meetings held on Monday 12th December 2016 were **AGREED** and signed by the Chair as a true and correct record.

**FS 39/17 Matters arising from the previous minutes not on the agenda:**

There were no matters arising.

**NOTED**

**FS 40/17 Questions from the public:**

There were no questions from the members of the public.

**NOTED**

**FS 41/17 To note the Finance Report:**

The Chair informed the meeting that the larger payments for items of expenditure relating to various projects are yet to be shown in the finance report. The financial reporting is progressing well.

**NOTED**

**FS 42/17 To review the revised Business Plan for the year commencing 01/04/2017:**

The Committee looked through the document and proposed the following amendment:

Item N under planned activities to add at the end of the paragraph “and to consider applications from parishioners.

The Committee also considered the best way to recognise any outstanding group or individual for their community work, and proposed to put a small piece on the website asking for nominations.

Individuals or groups that have been recognised should be listed on the website.

**RESOLVED**

- 1. To recognise any outstanding group or individual for their community work, and proposed to put a small piece on the website asking for nominations.**
- 2. Individuals or groups that have been recognised should be listed on the website.**

**FS 43/17 To update the meeting on the outstanding rent arrears and the insurance premium owed by the Loughton Sports & Social Club:**

The Chair reported to the meeting that the Loughton Sports & Social Club owes three months' rent, after meeting with the Management Committee they have agreed to clear the arrears by the end of May.

**NOTED**

**FS 44/17 To review the re-roofing project for the Loughton Sports Pavilion and to decide what action/options to take including expenditure to progress the project:**

Cllr John Howe reported to the meeting that he had recently contacted Mr Petty, and due to personal reasons, the Parish Council may need to seek further quotes for the project management of the re-roofing project, and look at the specification that Mr Petty had sent.

Cllr Peter Todd has contacted Aitchinson Rafferty Property Consultants for a quote.

Cllr Howe will ask Mr Petty for the amount he paid for the planning application fee, so that the Parish Council can reimburse him.

**RESOLVED**

**That Cllr Howe to ask Mr Petty for the amount he paid for the planning application fee, so that the Parish Council can reimburse him.**

**FS 45/17 To discuss any staffing related matters:**

The Chair informed the meeting that the Parish Clerk's Annual Appraisal had taken place with herself, and Cllrs Zoe Nolan and Peter Todd.

Most of the objectives had been met from last year's appraisal some are ongoing.

The Parish Clerk has undertaken Finance training and training on the accounts package software and has moved on considerably but there is still room for improvement, and will enrol on a book keeping course.

The Parish Clerk was encouraged to attend the next NALC conference, which he is happy to do so.

Generally a lot has gone well, such as hand delivering paper copies of the meeting agendas.

It was felt that the Parish Clerk was polite reliable and worked well with the members of the public.

The community drop in has now been set up and is running well.

A day a week has been earmarked to work on the finances.

There were management challenges regarding the Parish Youth Development Worker, and more intervention was needed.

New objectives have been set for the future:

1. To aim to put the minutes of the Full Council meeting on the website a week after the meeting.
2. To aim to put the minutes of the committees on the website two (2) to three (3) weeks after the meeting.
3. When receiving quotes back to cross reference with the specification and to highlight reasons for any variances, and at the appropriate Parish Council meeting to include the specification along with the quotes

**NOTED**

**Date of next meeting:**

To be agreed at the Annual Meeting.

**THE CHAIR CLOSED THE MEETING AT 8:47PM**

Signed \_\_\_\_\_ Chair Date \_\_\_\_\_