



## **Minutes of the Meeting of Loughton & Great Holm Parish Council Finance and Staffing Committee held at 7.30pm on Monday 8 June 2020.**

**Location:** the meeting was held remotely, via Zoom technology.

**Councillors present:** Altieri-Douglas (in the Chair), Bailey, Howe, Nayee, Nolan, Todd.

**Staff present:** Philip Compton (Parish Clerk)

**Members of the public present:** 0

**FSC01/20 Apologies:** There were no apologies for absence, Cllr Nolan logged-in at 7:35pm, and the meeting began upon her arrival.

**FSC2/20 Declarations of interest:** Cllr Altieri-Douglas informed those present that her husband had been observing the company (under item FSC7-20) during the site visit, but that he was not working for the company.

**FSC3/20 Election of Chair:** nominations were sought and Cllrs Altieri-Douglas and Bailey self-nominated. A vote was held.

**Those in favour of Cllr Altieri-Douglas:** 4

**Those in favour of Cllr Bailey:** 2

**Cllr Altieri-Douglas was elected as Chair of the Committee for the Parish year until the first Finance and Staffing Committee Meeting after the Annual Meeting in May 2021.**

**FSC4/20 Minutes of the previous meeting:** Minutes of the meeting held on 27 April 2020 were read by the Chair and approved as an accurate record of the proceedings of that meeting.

### **Staffing Issues**

**FSC5/20 Exclusion of the public** - in view of the confidential nature of the business transacted, Councillors noted it was advisable and in the public interest to exclude members of the public for staffing matters. There were no members of the public present for the following items.

**FSC6/20 Staff updates:** Verbal report was provided by the Clerk/RFO on the following staff members, to which confidential minutes refer.

- a) Premises assistant
- b) Cleaner/caretaker
- c) Parish Clerk/RFO

### **Finance Issues**

**FSC7/20 Pavilion:** Discussion was held over feedback on the Pavilion electrical water-heating system. Only feedback from two engineers had been received and it was thought prudent to

await feedback from the third engineer and to seek opinion of a fourth engineer, before making any decisions.

**Action: The Clerk agreed to acquire feedback from a fourth engineer, and the matter would be considered at Full Council meetings monthly henceforth.**

**FSC8/20 Finance Reports:** a detailed income and expenditure report by cost centre was considered and approved.

**Action: The Clerk agreed to provide income and expenditure reports by account code rather than cost centre at the next Finance and Staffing Committee.**

**FSC9/20 Agenda items for the next meeting:** The Clerk reminded Councillors to follow the procedure as laid out in the Council's Standing Orders for requesting motions to be considered at meetings in writing to the Clerk at least 7 days before the meeting.

**Date and time of Next Finance and Staffing Meeting:** 7.30pm on Monday 14 September 2020, either remotely or at the Community Centre, 87 Kensington Drive, Great Holm MK8 9AY, pending government advice on public meetings.

**The meeting was declared closed at 9:00pm**