



**Loughton and Great Holm Parish Council Finance and Staffing Committee**

**Minutes of the meeting held on Monday 11<sup>th</sup> June 2018 at the Memorial Hall, Bradwell Rd,  
Loughton MK5 6JE**

**Present:** Councillors Ballantyne, Todd and Howe

**Staff present:** Parish Clerk

**Apologies:** Councillors Boland and Dransfield

**FSC01/18 Election of a chair for 2018-19**

**a) Chair for the meeting** (this item was chaired by Councillor Todd)

In the absence of the chair of the Finance and Staffing committee, a temporary chair for the evening was elected.

Councillor Ballantyne nominated Councillor Howe. Councillor Howe nominated Councillor Ballantyne.  
**Resolved:** Councillor Howe was elected to chair the meeting.

**b) Chair for 2018-19**

Councillor Ballantyne nominated Councillor Boland. Seconded by Councillor Howe.

Councillor Boland had indicated to Councillor Todd that she was willing to accept the nomination if there were no other nominations.

No further nominations were made.

**Resolved:** Councillor Boland was elected as the chair of the Finance and Staffing committee for 2018/19.

**FSC02/18 Election of a Vice-Chair for 2018-19**

Councillor Ballantyne nominated Councillor Howe, who accepted the nomination.

No further nominations were received.

**Resolved:** Councillor Howe was elected Vice-Chair of the Finance and Staffing committee for 2018/19.

**FSC03/18 Apologies:**

Apologies were received and accepted from Councillors Boland and Dransfield.

**FSC04/18 Minutes of previous meetings:**

The minutes of the meeting held on 12/03/18 were approved as an accurate record.

**Agreed:** That the separate section on the agenda for staffing issues was appropriate, and that separate minutes for this part of the meeting should be kept and circulated to Councillors only, but not be published due to the confidential nature of the meeting.

**FSC05/18 Matters arising - None**

**FSC06/18 Declarations of interest: None**

**FSC07/18 Public participation: None**

**Finance Issues**

**FSC08/18 To note the finance report**

The recording of accruals was discussed.

**Resolved:** To discuss this item at the next meeting.

**FSC09/18 Annual Governance Statement 2017/18**

**Resolved:** To recommend that the Annual Governance Statement be approved by Full Council



**FSC10/18 Annual Accounting Statement 2017/18**

**Resolved:** To recommend that the Accounting Statement for 2017/18 be approved by Full Council

**FSC11/18 The financial arrangements for the management for the Great Holm Community Centre were considered:**

a) Insurance

**Resolved:** To approve the insurance policy for Loughton and Great Holm Parish Council, which now includes the Great Holm Community Centre with a rebuild value of £456,000.00 and contents insurance of £20,000.00. The premium adjustment of £224.39 includes cover to 7/1/19 in line with the full policy.

b) Banking

**Resolved:** To arrange a separate bank account subsidiary to the Treasurers account for the income and receipts for the Great Holm Community Centre.

c) Accounting

**Resolved:** To set up and maintain a separate cashbook for the Great Holm Community Centre with appropriate nominal codes.

d) Contract cleaning

**Resolved:** To continue the cleaning contract during the transition period with Domestique Cleaning at the rate of £12.95 per hour. Current provision is for 5 hours per week paid by standing order.

e) A draft business and transition plan for the Great Holm Community Centre was circulated by the chairman of the Council and discussed:

**Agreed:** To refer the plan to Full Council on 18/6/18, to be discussed in private due to the sensitive and confidential nature of the plan.

**Agreed:** To consider the scale of hire charges at the next meeting

**Resolved:** To suspend new bookings while the management plan is under consideration, and not to accept one-off bookings until a plan is in place to manage the bookings, viewings, access, inspection and caretaking.

**Staffing Issues**

**FSC12/18 Exclusion of the public**

In view of the confidential nature of the business about to be transacted, the public were temporarily excluded from this part of the meeting.

**Date and time of Next Meeting:** 7.30pm on Monday 10/09/18 at the Memorial Hall, Bradwell Rd, Loughton MK5 6JE

The chairman closed the meeting at 9.10pm

Signed:



Date:

10-9-18