

Wing Parish Council

Minutes of the Parish Council Finance and HR sub-Committee Meeting on Thursday 25th October 2018 in the Committee Room, Wing Village Hall.

Committee Members Present: Councillors Ms S Roe (Chairman), Mr J Lomas, Mrs C Hellgren-Derry

Non-Committee Members Present: Councillors Mrs L Tabiner-Crush and Mr A Jones

Acting Parish Clerk – Mrs Power

1. Apologies for Absence	None.
2. Declarations of Interest	None.
5. Appointment of Deputy Clerk	<p>After discussing options available, the Committee agreed to make a recommendation to full Council to offer the acting deputy clerk position to a local clerk wanting to take on some more hours.</p> <p>The Job Description and Person spec were worked through. No agreement was made on a final version to be put forward to full Council. It was agreed that the role split between the Clerk and Deputy Clerk needs to be looked at further before a recommendation can be made. Once a recommended Job description and person spec have been agreed upon, a timeline for advertising, interviewing for and appointment will be discussed.</p>
6. Appointment of Clerk	<p>The Job description and person spec was discussed at the same time as the agenda item above as they interconnect.</p> <p>Once a recommended Job description and person spec have been agreed upon, a timeline for advertising, interviewing for and appointment will be discussed.</p>
7. Review 18/19 Budget v's Actual Spend to 30 th September 18	Actual spend was reviewed with minor adjustments to classifications made.
8. Discuss and Agree a Revised 18/19 budget allocation to take to Full Council for approval	A revised budget allocation was reviewed each classification at a time. It was agreed to recommend the revised budget to the full Council at the 30 th October 18 meeting.
9. Discuss and Agree on a recommendation for Full Council on Tailored GDPR Training from BMKALC	This item was discussed and agreed that a recommendation be made to full Council that GDPR training is sought from BMKALC for all Councillors and admin staff.
10. Committee Dates 2018	Tuesday 11 th December 2018 (7pm Committee Room)
11. Committee Dates 2019	<p>Discussed 2019 dates to be confirmed by Full Council at the next meeting on 30th October</p> <p>Tuesday 9th April</p> <p>Tuesday 9th July</p> <p>Tuesday 8th October</p> <p>Tuesday 11th or 18th December</p>
12. Any other financial matters	None
13. Discuss and Progress Staffing Issues	There were no items to be discussed.

Approved and signed at the Finance, HR and Legal Committee Meeting on Tuesday 11th December 2018