

Wing Parish Council

Minutes of the Parish Council Finance and HR sub-Committee Meeting on Tuesday 9th 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, Mr A Jones, Mr M Reynolds, Mr D Kellner

Acting Parish Clerk – Mrs Power

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| 1. Apologies for Absence | None. |
| 2. Declarations of Interest | None. |
| 3. Review Financial Guidelines | The new draft Financial Guidelines were discussed and each line item was reviewed in detail. PROPOSED, SECONDED and UNANIMOUSLY AGREED Alterations to be made, circulated via email to approve accurately amended, then they will be circulated to Full Council and recommended they be approved and adopted at the next meeting on the 30 th October. |
| 4. Discuss Draft Terms of Reference for the Finance, HR and Legal Committee | The draft Terms of Reference were discussed with slight amendments made. PROPOSED, SECONDED and UNANIMOUSLY AGREED that with the agreed amendments, the draft Terms of Reference are put to the Full Council and recommended that they be approved and adopted at the next meeting on 30 th October. PROPOSED, SECONDED and UNANIMOUSLY AGREED that the policy for Small Grants is reviewed. |
| 5. Appointment of Deputy Clerk | Deferred due to length of meeting and another meeting in October to be scheduled. |
| 6. Appointment of Clerk | Deferred due to length of meeting and another meeting in October to be scheduled. |
| 7. Review 18/19 Budget v's Actual Spend to 30 th September 18 | Deferred due to length of meeting and another meeting in October to be scheduled. |
| 8. Discuss and Agree a Revised 18/19 budget allocation to take to Full Council for approval | Deferred due to length of meeting and another meeting in October to be scheduled. |
| 9. Discuss and Agree on a recommendation for Full Council on Tailored GDPR Training from BMKALC | Deferred due to length of meeting and another meeting in October to be scheduled. |
| 10. Committee Dates 2018 | October 2018 – Dates to be circulated Tuesday 11 th December 2018 |
| 11. Committee Dates 2019 | Discussed 2019 dates to be confirmed by Full Council at the next meeting on 30 th October Tuesday 9 th April Tuesday 9 th July Tuesday 8 th October Tuesday 11 th or 18 th December |
| 12. Any other financial matters | None |
| 13. Discuss and Progress Staffing Issues | <i>At this point in the meeting a resolution was passed to exclude the press and public from the meeting in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960 for the following items of business on the grounds that they may involve the likely disclosure of confidential and exempt information.</i> Discussions about various staff issues both current and looking forward. PROPOSED, SECONDED and UNANIMOUSLY AGREED for the Clerk to contact another Clerk that has been looking to take on more work. Request the CV and arrange a meeting. |

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