

**Wing Parish Council**  
**Minutes of the Finance, HR and Legal Committee Meeting held in the Committee Room, Village Hall, Wing**  
**On Thursday 7<sup>th</sup> February 2019 at 7.30pm.**

**Present:** Councillors: Kellner (Chairman), Lomas, Hellgren-Derry, Tabiner- Crush, Jones, and Acting Clerk

**F1902.01 Apologies for Absence** – None

**F1902.02 Declaration of Interests from Members on Agenda Items**– None

**F1902.03 Dispensations** – None

**F1902.04 Approval of previous minutes** – The minutes of the previous meeting of the Finance, HR and Legal Committee held on the 11<sup>th</sup> December 2018 are a correct record and signed by the Chairman. **Resolved**

**F1902.05 Internal Auditor** – The appointment of an Internal Auditor to review the 2018/19 accounts was discussed. The acting Clerk was asked to obtain quotes from 3 Internal Auditors ready for review and appointment at a full Parish Council meeting.

**F1902.06 Quarter 3 2018-2019 Actual Spend to Budget** – The Actual spend v's budget to the end of Quarter 3 was reviewed with minor amendments in the allocation of the budget for the remainder of the financial year. **Resolved**

**F1902.07 Recruitment Process for the Deputy Clerk Position and F1902.08 Recruitment Process for the Clerk Position** – These agenda items were discussed at the same time as they are related. The job descriptions were reviewed and agreed. After looking at sample adverts from other Parish Council vacancies, it was agreed that Cllr Jones would use the samples to compile an advert for the Clerk and Deputy Clerk positions. The placement of the adverts was then discussed and having them on the BMKALC website was thought to be the best option to attract Clerks with experience working in either Town or Parish Councils. The adverts would also be placed on the Wing Parish website. In the advert, applicants will be asked to send their cv and a covering letter to Cllr Kellner via email. The interviews are to be held in the Parish Office during the evening of Wednesday 13<sup>th</sup> March 19. **Resolved.**

**F1902.09 Metro Bank** – Due to recent news articles regarding Metro Bank, the resolution for Wing Parish Council to change from HSBC to Metro Bank was discussed. It was agreed that the uncertainty over the status of Metro Bank should be monitored as they are offering the best services for the Councils needs but that, under the circumstances, a recommendation to change banks from HSBC to the Co-Op Bank will be made to the full Council at the next meeting on Tuesday 26<sup>th</sup> February. **Resolved.**

**F1902.10 Items for the Next Committee Meeting Agenda** – Investment policy

**F1902.11 Date of Next Meeting** – Tuesday 9<sup>th</sup> April 2019 at 7.30pm in the Committee Room, Wing Village Hall

**Close of Meeting** – 9.16pm