

WESTFIELD PARISH COUNCIL

Minutes of the Finance & Personnel Meeting held at the Oval Office,
St Peters Business Park, Westfield on
Monday 23rd September 2013 commencing at 10.00am

Present: Cllr R Moss, Vice Chair in the Chair, Cllrs R Appleyard,
A Clarke, D Cooper, G Fuller and S Hamilton.

In Attendance: Mrs L Welch (Parish Clerk).

37. Apologies for Absence

Apologies for absence were received from Cllr Phil Wilkinson who was on holiday.

38. Declarations of Interest

Cllr Hamilton declared an interest in item 5 Remembrance Garden for Chris Cray as a relative and in item 6 Grant Funding as a relative of employees in two of the organisations seeking funding, these being Wansdyke Play Association and Swallow.

39. Minutes

Resolved: That the Minutes of the Finance & Personnel meeting held on 22nd July 2013 be agreed and signed as a correct record.

40. Monthly Accounts

Resolved: That the monthly accounts for the Current, Guaranteed Investment, and Corporate Treasury Accounts for July and August as presented together with the Petty Cash Imprest sheet for July/August 2013 be agreed .

That given the lack of space for the description of the items in the reporting sheets, that if further clarification is required Councillors contact the Clerk prior to the meeting so that they can be looked up on the system.

41. Remembrance Garden – Chris Cray

Cllr Hamilton updated the Committee on the progress of the Remembrance Garden. CURO had shown support in trying to supply a bench and planter, however these had not yet appeared.

Resolved: that Cllr Appleyard investigates these items via CURO.

Minutes are draft until agreed at the next meeting.

Signed Dated

Westfield Parish Council

42. Grant Funding 2013-14

The Committee made some initial comments to the Working Group to help with their considerations of the grant applications.

Resolved: that the Working Group, consisting of the Chair of the Council and Chair and Vice Chair of the Finance and Personnel Committee meets on Monday 30th September to consider the grant applications in detail and make a recommendation to the full Parish Council.

43. Westfield Walkers

The Committee considered whether to contribute funds to BANES for the moving of the right of way back to its original position on land to the rear of the Industrial Estate.

Resolved: that the Parish Council does not contribute to this work, but rather waits for it to be done in September 2014 funded by BANES.

44. Confidential Business

Resolved: In accordance with the confidential nature of the business to be transacted, the press and public should be excluded during consideration of the next agenda items.

45. Staffing Matters – Administrative Assistant

The Committee considered the draft job description and person specification.

Resolved: that the job description and person specification be agreed and that the interview panel should consist of two Councillors and the Clerk. The Councillors being the Chair or Vice Chair of the Finance and Personnel Committee and one other Councillor.

The meeting closed at 10.50 am

Minutes are draft until agreed at the next meeting.

Signed Dated