**WESTFIELD PARISH COUNCIL**

**Minutes of the Finance & Personnel Meeting**

**Held on Thursday 18th November at 10.30am at the Car Park, Oval Office**

Present: Cllr Philip Wilkinson (Chair) and Cllrs Diana Cooper and Pat Williams.

**There was also a consultation meeting held remotely on Zoom on Wednesday 17th November 2021 at 7pm**

Present: Cllr Philip Wilkinson (Chair) and Cllrs Geoff Fuller, Ron Hopkins, Robin Moss

Absent: Cllrs Diana Cooper, Lesley Mansell and Bryan Wallbridge & Patricia Williams

In Attendance: Lesley Close (Parish Clerk), Adam Faulkner (Finance Officer)

**60. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Pat Williams.

**61. DECLARATIONS OF INTEREST AND DISPENSATIONS**

There were no declarations of interest.

**62. MINUTES**

**Resolved:** that the Minutes of the Finance & Personnel meeting held on 20th October 2021 be agreed and signed as a correct record.

**63. MONTHLY ACCOUNTS**

 **Resolved:** That the monthly statements for November be omitted from November’s agenda for the purpose of refinement and reconciliation updates. Work is underway to present these reports in December.

**64. SCHEDULE OF PAYMENTS REQUIRING AUTHORISATION**

 In accordance with item 5.2 of the Financial Regulations, the updated schedule of payments was considered at the meeting.

 **Resolved:** **a)** that the schedule of payments due be agreed (attached as Appendix 1), that the invoices and the BACS authorisation sheet be signed accordingly and that the BACS payments be made by two councillors remotely via online banking;

 **b)** That the Drainfast payment towards the cleaning of Norton Hill Pavilion’s facilities in the amount of £145 be added to the schedule of payments.

**65. SCHEDULE OF PAYMENTS DUE ON A REGULAR BASIS**

 In accordance with item 5.6 of the Financial Regulations, an updated list of payments which arise on a regular basis as a result of a continuing contract, statutory duty or obligation was considered at the meeting.

 **Resolved:** that the schedule of payments be updated with £2121.58 to Greensward and £72 use of the boardroom at Oval Homes and agreed (attached as Appendix 2) and that the invoices and the BACS authorisation sheet be signed accordingly. That the BACS payments be made by two councillors remotely via online banking.

**66. BUDGET 2022-23**

There were no further amendments required at this stage.

**Resolved:** that draft 2 of the budgets be approved. This includes the addition of a new budget heading, Waterside Valley with a budget of £10,000.

**67. STANDING ORDERS, DIRECT DEBITS AND BACS PAYMENTS**

 **Resolved:** that the list of standing orders and direct debits be noted and the continued use of online banking and BACS payments was approved.

**CONFIDENTIAL MATTERS**

It was resolved that, under Section 100A (4) of the Local Government Act, 1972, the

press and public would be excluded from the meeting for the following item of business

on the grounds that it involved the likely disclosure of exempt information falling within

those paragraphs indicated in Part 1 of Schedule 12A of the Local Government Act

1972, as amended.

**68. STAFF REVIEWS**

The Committee reviewed the report on the Finance Officer and the Admin Assistant’s

 appraisals and heard a verbal report from the Chair of the Council on the Clerk’s

 appraisal.

**Resolved:** That (1) following the staff appraisal of the Admin Assistant, a spinal point increase is made, sp 10 to sp 11, in the 7-12 sp range, backdated to 1/4/21;

(2) That it is noted that the staff appraisal of the Finance Officer came only 3 months into post. In line with usual practice, a further appraisal and recommendation to be made after six months employment and thus diarised for January 2022.

(3) That following the staff appraisal of the Parish Clerk, a spinal point increase is made, sp 31 to 32, in the sp 29-32 range, backdated to 1/4/21.

(4) that additional training be available to the Finance Officer if required or deemed acceptable for further progression.

The meeting closed at 7:20pm.

**APPENDIX 1**



**APPENDIX 2**

