

**ST CUTHBERT (OUT) PARISH COUNCIL  
MINUTES OF THE MEETING OF THE FINANCE & SCRUTINY  
COMMITTEE HELD IN COXLEY MEMORIAL HALL ON  
WEDNESDAY 13<sup>th</sup> SEPTEMBER 2017, 8.10PM**

**PRESENT:** Cllrs M Hayden; J Reeves; J Zorab (Cllrs Gilson and Henderson were co-opted to the meeting).

**IN ATTENDANCE:** Ms Michele Exton (Parish Clerk).

**01. ELECTION OF CHAIRMAN**

**RESOLVED:** Cllr Hayden to be ELECTED Chairman for the current year and to receive the duplicate copies of the Bank Statements.

**02. APOLOGIES FOR ABSENCE AND TO CONSIDER THE REASONS GIVEN**

Cllrs E Danson; T Mallinson; Mr Simon Davies (RFO).

**03. DECLARATIONS OF INTEREST**

**03.01.** All Cllrs declared a PERSONAL item 11.

**03.02.** There were no requests for dispensations for disclosable pecuniary interests.

**03.03.** There were no requests for dispensation.

**04. EXCLUSION OF THE PRESS AND PUBLIC**

Items 8 and 9.

**05. PUBLIC QUESTION TIME**

There were no Members of the Public present.

**06. MINUTES OF ST CUTHBERT (OUT) PARISH COUNCIL FINANCE & SCRUTINY COMMITTEE HELD ON WEDNESDAY 12<sup>TH</sup> APRIL 2017**

**RESOLVED:** To confirm and sign as correct record the minutes of the Council held on Wednesday 12<sup>th</sup> April 2017.

**07. OFFICE ALLOWANCE FOR THE PARISH CLERK**

The Committee considered the recommendation of the Staffing Committee on 26<sup>th</sup> July 2017 that the Clerk should be allocated an office allowance of £19.50 per month.

**RESOLVED:** To recommend to Full Council on 18<sup>th</sup> October 2017 to approve that the Clerk should be allocated an office allowance of £19.50 per month payable from 1<sup>st</sup> September 2017.

**08. THE PARISH CLERK'S APPRAISAL**

The Clerk's appraisal was discussed and the recommendations of the Staffing Committee on 23<sup>rd</sup> August 2017 were considered.

**RESOLVED:** To recommend to Full Council on 18<sup>th</sup> October 2017 to approve that the Clerk's payscale is upgraded to the National Joint Council for Local Government Services SCP 29.

**RESOLVED:** To recommend to Full Council on 18<sup>th</sup> October 2017 to approve to employ an Assistant Parish Clerk, initially for 10 hours (with the option of more) per week on a one-year contract.

**RESOLVED:** To recommend to Full Council on 18<sup>th</sup> October 2017 to approve the Clerk to be authorised access to the Council's bank accounts.

**RESOLVED:** To recommend to Full Council on 18<sup>th</sup> October 2017 to approve that the Clerk becomes the RFO (Responsible Financial Officer) when the current RFO leaves.

#### **09. MAINTENANCE QUOTES**

Maintenance quotes including the refurbishment of phone boxes were discussed. Consideration of a draft contractor agreement was deferred.

**RESOLVED:** To recommend to Full Council to approve quotes for the refurbishment of phone boxes in Polsham and Haybridge.

#### **10. REVIEW CURRENT BUDGET AND SPEND TO DATE (2017/2018)**

The new accounting software report did not show the percentage of budget used alongside the actual spend to date for each cost centre. The Committee requested that a new report should be produced to provide greater transparency and detail for comparing the budget used with the year's spend to date.

#### **11. BUDGET 2018/2019**

Possible budget headings and amounts were considered for the Financial Year 2018/2019.

#### **12. DATE AND VENUE OF NEXT MEETING**

Wednesday 15th November 2017, Coxley Memorial Hall upon the arising of the Planning Committee.