

LONG ASHTON PARISH COUNCIL

Minutes of the Finance & General Purposes committee meeting held at the Jubilee Pavilion, Keedwell Hill, Long Ashton on Thursday 19th August 2021 at 7.00pm



Present: Councillors Anderson, D'Alesio, Fagg, Hardingham, James, McAllister-Kemp and Wilkinson

In attendance – Jo Swift (Locum Clerk) and Councillor Tarsey

F21.067 Election of Chairman

Resolved – that Councillor S Hardingham is elected Chairman of the Finance & General Purposes committee.

F21.068 Election of Vice Chairman

Resolved – that Councillor A Wilkinson is elected Vice Chairman of the Finance & General Purposes committee.

F21.069 Apologies for absence:

There were none.

F21.070 Declarations of Interests and Grant of Dispensations

None received.

F21.071 Confirmation of Minutes

Resolved – that the minutes of the meeting held on 7th June 2021 were approved as a true record and signed by the Chairman.

F21.072 Finances – months 3 and 4 (June and July)

It was mentioned that the 'Professional Fees' budget was overspent however it was explained that this was due to recently signing a contract for HR & HS professional services which is coming out of this code.

Resolved – the following finances for months 3 and 4 were received and noted.

- (a) Bank reconciliations to 31.07.2021
- (b) Payments
- (c) Receipts
- (d) Income and expenditure showing % against budget

F21.073 Bi-monthly statement and bank reconciliation

Resolved – that Councillor Anderson will sign the bi-monthly bank statement and bank reconciliation.

F21.074 Taylor Wimpey Areas

- Transfer of the Taylor Wimpey areas and lease to LACA – there was no update available.
- Public Art – Taylor Wimpey has requested bank details to make a payment to the Parish Council. Once the money has been received a public consultation will be organised, to be dealt with by the Environment Committee and/or the Community Engagement working group. It is to be divided between two areas but does not have to be equally divided.

F21.075 Update on matters from the last meeting held on 7th June 2021

Online banking - this is in progress and it is hoped that this will be up and running shortly.

Internal financial control – the Locum Clerk will provide the NALC template for Councillors James and Fagg to go through.

Annual Grounds Maintenance Contract – a list of the council’s current GM Contracts to begin a process of establishing a policy for their review – this is outstanding.

Policy review - an overview of the policies that the council need to update and on what frequency – this is outstanding.

F21.076 Staffing sub-committee Terms of Reference

In order to remove some conflicting powers within the Terms of Reference in respect of paragraph 7K it was agreed to remove some wording.

Resolved – to remove the words ‘other staff positions’ from the paragraph 7K

F21.077 Date of the meeting

Resolved – that the date of the next meeting is at 4pm on Thursday 21st October 2021.

F21.078 Exclusion of Press and Public

It was agreed that as there would be no confidential matters discussed then there was no need to exclude the press and public and Councillors that were not members of the Finance and General Purposes committee.

F21.079 Staffing

It was agreed to recruit another member of staff to work up to 16 hours a week to help support the Parish Clerk. It was confirmed that this would be in addition to the Assistant Clerk

Resolved – that an additional member of staff is recruited for up to 16 hours a week.

Meeting closed at 7.20pm.

Chairman.....Date.....