

FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the meeting of the Finance and General Purposes Committee held at 7.00 on Thursday, 15 April 2010. Councillors Blessett, Pelling,(Chairman), Stevens and Wallis attended with the Asst Clerk Mr S Ashby. Also in attendance for item 38.10 was Mrs C Precey, Internal Auditor.

- 34.10 To receive apologies for absence.**
Cllr Shinkins – Work
- 35.10 To receive declarations of interest, if any.**
There were none
- 36.10 To adopt the Minutes of the previous meeting held on 11th February 2010 (enclosed)**
These were agreed and signed by the Chair
- 37.10 To receive the report of progress in relation to matters arising from these Minutes not dealt with elsewhere on the agenda.**
There was nothing to report
- 38.10 To report on the 2009/10 Internal Auditors Report (Mrs Precey)**
Mrs Precey attended for this agenda item and presented her report. She explained the process she had followed and that she had examined financial records and paperwork. Following a discussion of the report Mrs Precey said that she would include a recommendation to ensure children's play area equipment has a regular risk assessment in the same manner as the skate park.
Mrs Precey was thanked for her work.
From the above discussion the Asst clerk undertook to check whether the £3,000 under spend on paving bus stop areas had been taken into account for the current years precept and budget. The Asst Clerk was also asked to contact LCC to confirm our understanding that no further contributions will be required for the Spalding road cycle way scheme.
- 39.10 To consider the process for budget settings and make recommendations to Council. Enc 1**
This was considered and approved with two amendments. The first to include consideration of a requirement for DSJ In Bloom and the second for September Full Council to give members the opportunity to propose special projects outside of the committees.
The final version is attached to these minutes.
- 40.10 To consider and approve the Hall Meadow Estate Statement of Accounts. Enc 2**
These were approved and are attached to these minutes
- 41.10 To consider the completion of the Annual Return and make recommendations to Council for agreement and Signature in line with submission requirements.**
It was agreed as these were still under preparation, that they would be presented to full council in either April or May 2010 and that an additional meeting of Finance and General Purposes was not required.
- 42.10 To consider banking and investments (deferred from Min 22/09)**
This was again deferred
- 43.10 To consider the Retirement Policy and make recommendations to Council. Enc 3**
The retirement policy was agreed (and is attached to these minutes)and will be recommended to full council on 29 April 2010.

44.10 Staff Matters – Private & Confidential.

A private and confidential document is attached at Appendix 1 to these minutes

Otherwise, non confidential issues discussed were:-

A separate staff committee was proposed but not supported.

It was requested that a weekly email should be sent to members of Finance and General Purposes advising of leave and attendance.

It was also decided that at Full Council volunteers would be requested for the cover of absences by the Clerk and Maintenance Operative to include, for example, Burials, risk assessments at the skate park, etc..

45.10 To confirm the date of next meeting as Thursday 15 July 2010 at 7.00 pm

This was agreed

FINANCE AND GENERAL PURPOSES COMMITTEE 15 APRIL 2010

PRIVATE AND CONFIDENTIAL 44.10 STAFF MATTERS

1. To consider the Clerks Resignation and make recommendations to Council on 29th April 2010.

After much discussion the following is to be recommended to council:

1) We propose to ask the Asst Clerk to take on the full time role on a temporary basis as soon as the Clerk leaves, taking up the hours that she was doing. This to be subject to and until the outcome of point 2 below:

2) It was felt that the clerk's duties were not always easy to split into two and there were some inefficiencies with overlap, handover, lack of continuity, office set-up, etc. On the other hand, relying 100% on one person could prove difficult in the event of sick leave, resignation, etc.

We also had some concerns that staff costs were one of the councils largest expenses and so the following proposal is to be recommended to council:

We advertise for a person to do book-keeping & admin assistance to help the clerk. This to take over the role currently done by CTAX but also to provide some administrative support for the clerk.

Rather than it being a 50-50 split in the hours as it had been with the clerk / assistant clerk this arrangement mean the clerk does the bulk of the work and hours (perhaps 90% - to be discussed with the council and clerk as to what is most workable). The new assistant would do the book-keeping aspects and the clerk would delegate other tasks as appropriate. It was hoped that this second person could be trained and would pick up enough knowledge to help out with some matters in instances of the clerks absence. It was felt that to support this role we may need to purchase SAGE or a similar product. it was also hoped that the hourly rate for this role might be less than for the clerk and what we currently pay the book-keepers thus providing a small overall saving.

2. To agree the date to meet with the maintenance operative and issue the notice of intended retirement.

It was agreed to recommend to Council

1. give the notice of intended retirement giving 6 months notice
2. to contract out grass cutting and other duties thus creating a new maintenance position
3. to advertise the new post under new terms where MT could re-apply in his own right
4. to increase his wages to reflect the hours he is doing over the next six months (as he is on a standard rate every month and he works more hours in summer)
5. Cllr Blessett and the Asst Clerk to do his appraisal ASAP