

Quorn Parish Council



Finance and General Purposes Committee
Thursday, 30th May 2019, 7:00pm – Village Hall

Present:

Cllr Byron Chatburn

Cllr Joanna Clarke

Cllr Carolyn Thornborow

Cllr Dennis Marchant

Cllr Olwen Jones

Cllr John Key

Also present was Parish Clerk, Christina Gibbs

Item	Minutes of the meeting	Action
19/011	<u>Apologies</u> Apologies were received and accepted from Cllr Roger Price.	
19/012	<u>Declarations of Interests</u> The Chair reminded members of their obligation to declare any interests in the items on the agenda at this point or as the meeting progressed. There were no declarations of interests or request for dispensations.	
19/013	<u>Minutes of the last meeting</u> The Chair invited members to suggest corrections to the minutes of the last meeting of the Finance Committee and the HR Committee. With no suggested corrections, both sets of minutes were proposed as true account of the meeting. RESOLVED: That the motion be carried.	
19/014	<u>Outstanding Actions</u> 19/014a Finance Committee – noted. 19/014b HR Committee – noted. It was agreed that the two list be combined for the new committee.	Clerk
19/015	<u>Financial Matters</u> 19/015a Statement of Account – Members reviewed a proposed new format for the report. It was felt that the new style report was likely to be more easily understood and it was agreed that the report be progressed to become a working document. 19/015b Five Year Forecast – the Chair invited comments on the principle of producing the forecast. It was confirmed that it would be reviewed annually would tie in with the forthcoming strategic plan that was to be produced under the Governance Review Recommendations. It was also expected that the Council's reserves strategy would be informed from the forecast.	Cllr Chatburn RFO

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	It was agreed to produce a long-term financial forecast for setting the budget and precept demand for the financial year 20/21.	Cllr Chatburn Clerk
19/016	<u>Staffing Matters</u>	
19/016a	Staffing Review Report Action Plan – Members reviewed the content of the report.	
19/016b	Staff Handbook – It was proposed that the handbook be adopted and issued to existing staff and all future employees.	
	RESOLVED: That the motion be carried.	Clerk
19/016c	Job descriptions for new staff	
	Senior Admin Officer – it was proposed that the job description be approved and issued in the recruitment pack for the new post.	
	RESOLVED: That the motion be carried.	Clerk
	Facilities Officer – it was agreed to add the word line before the word manage at item 1. With that amendment made, it was agreed that the job description be used in the recruitment pack for the new post.	Clerk
	The Chair invited member to consider whether the one member of the public present needed to leave the meeting at this point agenda. It was agreed that there was no need.	
19/016d	Revised Contracts and Job Descriptions for existing staff	
	Members questioned the need for two types of staff contracts proposed by the Council's HR Service Provider. The Clerk agreed to seek further advice.	Clerk
	It was agreed that, if there needed to be two contracts, the general should become administrative.	Clerk
	Admin Officer – Job Description – It was agreed to remove the reference to administering the Council's committees. It was also agreed to add the responsibility of maintaining the social media.	Clerk
	Groundskeeper – Job Description – It was agreed to add the responsibility for play equipment inspections, the keeping an inventory of tools and a catch all clause for any other duties that may arise. It was also felt that the job description was very biased towards the park and that the other parish owned lands should be included.	Clerk
19/017	<u>Press and Public Relations</u>	
	It was proposed that a new procedure be created for press releases. Cllrs Chatburn, Jones and Thornborow agreed to draft a new policy for consideration at the July meeting of Council.	Cllrs Chatburn Jones & Thornborow
	Councillor Surgeries – It was agreed that this was a good idea that needed some further investigation to clarify statutory requirements.	Cllr Marchant
	It was agreed to review the generic email policy at the next meeting.	Clerk

Item	Minutes of the meeting	Action
19/018	<u>Date of future meetings</u>	
	It was suggested that the meeting remain bi-monthly but that the next meeting be in the third week in June and then every two months thereafter.	
	RESOLVED: That the motion be carried.	
19/019	<u>Date of next meeting</u>	
	17 th June 2019 at 4.00 pm	
	Meeting closed at 20.55	