



**Stainland and District Parish Council  
3rd Finance & Staffing Committee Meeting  
Minutes  
Monday 6<sup>th</sup> January 2020 at 7.30pm at Stainland  
Library**

**Present**

**Councillor P Bellenger, Councillor L Fieldhouse, Councillor G Liddell (Chair) & Cllr Mullany (minute taker)**

**Public Attendees: 0**

	Item
19.FS3.1	<p><b>Apologies and Reasons for Absence and Lateness</b>  <b>To receive apologies and approve any reasons for absence presented to the Council.</b>  <i>Apologies were received from Cllrs Doherty &amp; Foster</i>  <i>No apologies were received from Cllr Dixon</i></p>
19.FS3.2	<p><b>To receive Parish Councillors' declarations of interest.</b>  <i>No declarations of interest were made</i></p>
19.FS3.3	<p><b>Public Participation Session</b>  <i>No members of the public attended</i></p>
19.FS3.4	<p><b>To accept the minutes of the 1st Finance &amp; Staffing Committee meeting of Stainland and District Parish Council held on Tuesday 19th November 2019</b>  a) for the Chair to sign &amp; date the previous minutes.</p> <p><b>To accept the minutes of the 2nd Finance &amp; Staffing Committee meeting of Stainland and District Parish Council held on Wednesday 18th December 2019</b>  a) for the Chair to sign &amp; date the previous minutes.</p> <p><i>Both sets of minutes were agreed &amp; signed by the Chair</i></p>
19.FS3.5	<p><b>To consider and make recommendations on the draft revenue budget &amp; the level of precept.</b></p> <p><i>MATTERS FOR DECISION BY THE COUNCIL</i></p> <p><u>2020/21 Budget and Parish Council Precept</u>  <i>An earlier draft had been circulated at the last meeting of the Parish Council and any comments made at that meeting and subsequently had been included in the latest draft submitted at this meeting.</i>  <i>Cllr Liddell indicated that the process of fixing the annual budget and precept for the 2020/21 year would be that, subject to any amendments made by this committee, these drafts would be presented to the full Parish Council meeting in January 2020 for approval and that, prior to that meeting, he would seek support from Calderdale MBC and others to validate the precept calculation and 2020/21 Budget proposals.</i>  <i>It was noted that the budget proposed was based on no increase to the Parish Council precept levied in the 2019/20 financial year.</i>  <b>It was resolved</b> to recommend to the Parish Council that the 2020/21 Budget presented (as attached to these minutes) and the decision regarding the Parish Council precept be</p>

	<i>approved and communicated to Calderdale MBC.</i>
19.FS3.6	<p><b>To recommend the limit for overall project expenditure.</b>  <i>Cllr Liddell had previously circulated a request to all members of the Parish Council for details of initiatives which could form the basis for a Project Programme next year and those received had been listed in a schedule with some preliminary comments now presented to this meeting.</i>  <i>Cllr Liddell indicated that, if it was the Council's wish, items on the schedule could be added, amended or deleted at any point in the forthcoming financial year, subject to affordability constraints; he estimated that the total annual spend next year should not exceed about £50,000.</i>  <i>The committee considered each proposed initiative in detail and their recommendations in respect of each one are set out in the attached schedule to these minutes.</i>  <b>It was resolved</b> to recommend to the Parish Council that the schedule as determined by this committee is approved.</p>
19.FS3.7	<p><b>To agree the job specification for the clerk / Responsible Financial Officer</b></p> <p><i>Cllr Fieldhouse reported that a model job specification provided by National Association of Local Councils (NALC) would be used as a basis for recruiting a new clerk. This specification need an addition al responsibility of " to supervise any other member of staff."</i>  <i>Cllr Mullany asked if the number of contracted hours for the clerk had been appropriate and whether it needed to change. Cllr Liddell stated that he envisaged a target of 10hrs but that a flexible 10-15 hrs would be realistic in the short term. The clerk's salary scale (range) would be dependent on their experience.</i></p> <p><b>It was resolved</b> that the post would be advertised via Go Local, Yorkshire Local Councils Association (YLCA), CMBC and the Indeed jobs website.</p> <p><i>Cllr Liddell was asked to produce a short, written summary from his exit interview with the former Parish Clerk.</i></p> <p><i>The Parish Council is required to nominate three Councillors to serve on an interview panel for candidates putting themselves forward for this position. As the committee has asked Cllr Fieldhouse to lead on recruitment, she should be one of these nominations.</i>  <b>It was resolved</b> to seek nominations at the January meeting.</p>
19.FS3.8	<p><b>To agree the job specification for the Environmental Warden</b></p> <p><i>The committee reviewed a job description prepared and approved by the Environment Committee. Cllr Bellenger stated that he had a concern that the envisaged duties overlapped with responsibilities that Calderdale MBC had and that the Environmental Warden could be doing work which CMBC was funded to do. Cllr Bellenger requested that these concerns be minuted.</i>  <i>Cllr Bellenger indicated that it would be better to get a new clerk in post before taking on a new member of staff whom the clerk would be required to manage. After discussion <b>it was resolved</b> to proceed to recruit now, independent of the recruitment of a Parish Clerk and that interim management arrangements would be put in place if necessary.</i></p>
19.FS3.9	<p><b>To agree the wording for the job advert for the clerk / Responsible Financial Officer</b>  <i>This was covered in the discussions for 19.FS3.7</i></p>
19.FS3.10	<p><b>To agree the wording for the job advert for the Environmental Warden</b>  <i>This was covered in the discussions for 19.FS3.8</i></p>
19.FS3.11	<p><b>To discuss staff appraisals</b>  <i>This item was deferred to the next meeting.</i></p>
19.FS3.12	<p><b>To agree agenda items for the next meeting</b>  No items were agreed</p>
19.FS3.13	<p><b>To agree a date and time for the next meeting</b>  Monday 10<sup>th</sup> February (and 2<sup>nd</sup> Monday of the month thereafter)*</p>