



**Stainland and District Parish Council  
4th Finance & Staffing Committee Meeting  
Minutes  
Wednesday 12<sup>th</sup> February 2020 at 7.30pm at Stainland  
Library**

**Present**

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

**Public Attendees: 0**

	Item
19.FS4.1	<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 Dixon &amp; Mullany.</i>  <b>It was resolved to accept the apologies</b></p>
19.FS4.2	<p><b>To receive Parish Councillors' declarations of interest.</b>  <i>No declarations of interest were made</i></p>
19.FS4.3	<p><b>Public Participation Session</b>  <i>No members of the public attended</i></p>
19.FS4.4	<p><b>To accept the minutes of 3rd Finance &amp; Staffing Committee meeting of Stainland and District Parish Council held on Monday 6<sup>th</sup> January 2020</b>  <i>The minutes were agreed &amp; signed by the Chair</i></p> <p><i>Under matters arising, Cllr Liddell confirmed that:</i></p> <ul style="list-style-type: none"> <li>- <i>the process of constructing the 2020/21 Annual Budget for the Council (SDPC) had now been concluded and that he and Cllr Bellenger had signed the demand upon Calderdale MDC for the 2020/21 Precept, which would be paid in April 2020</i></li> <li>- <i>as instructed he had documented the exit interview that he had conducted with the former Parish Clerk and this was now filed.</i></li> </ul>
19.FS4.5	<p><b>Review of income &amp; expenditure for the previous calendar month (includes any payments due this month incl. staff hours worked)</b>  <b>19.FS4.5, 19.FS4.6, 19.FS4.7, 19.FS4.8, 19.FS4.9, 19.FS4.10 (Financial Reports)</b>  <i>These matters were taken together as a single item.</i></p> <p><i>Schedule of Payments</i>  <i>Recommended for approval without amendment</i></p> <p><i>2019/20 Forecast Actual Budget</i>  <i>The following were considered and recommended for approval:</i></p> <ul style="list-style-type: none"> <li>- <i>A request from the Events and Communications Committee for a budget of up to £1,000 for publicity and costs associated with the 2020 Annual Parish Meeting</i></li> <li>- <i>A budget of up to £200 to purchase an improved portable heater for the Parish Clerk's</i></li> </ul>

	<p>office and meetings in the Library.</p> <p>2020/21 Project Programme The estimates for the Christmas Lights project required revision following estimates received and the Committee recommend approval:</p> <ul style="list-style-type: none"> <li>- Once-off costs are increased from £1,350 to £7,500</li> <li>- Recurring costs (for a three-year period) are reduced from £3,000 to £2,000 per annum</li> </ul>
19.FS4.6	<p><b>To discuss Budget or Plan Spend to date (inc current month)</b> See item 19.FS4.5</p>
19.FS4.7	<p><b>To discuss Actual Spend to date (inc income/expenditure this month)</b> See item 19.FS4.5</p>
19.FS4.8	<p><b>To discuss Annual Budget figure.</b> See item 19.FS4.5</p>
19.FS4.9	<p><b>To discuss Annual to date variance amount</b> See item 19.FS4.5</p>
19.FS4.10	<p><b>To discuss Forecast Annual Budget based on actual and planned expenditure for the full year</b> See item 19.FS4.5</p> <p><i>It was noted that, based on spend to date and known commitments, the forecast outturn carried forward to the new financial year would be a surplus of some £23,000 which, when added to the precept for 2020/21, would provide a balance of about £68,000 going into the new financial year.</i></p>
19.FS4.11	<p><b>To discuss the insurance pre-renewal notice from Came &amp; Co</b> <b>It was resolved</b> to accept the renewal. The Committee noted that this was the third year of a three-year arrangement and that a new agreement with the company concerned or an alternative company would be needed for 2022 onwards.</p> <p><b>Action:</b> The acting Parish Clerk will process the renewal and provide an updated asset register.</p>
19.FS4.12	<p><b>To discuss the Stainland &amp; District Parish Council's Discussion Paper on Governance Arrangements</b> The Committee considered the proposals put forward in the paper circulated by GL last month and resolved to recommend the following to the Council for approval and implementation:</p> <ul style="list-style-type: none"> <li>- The existing committee structure should be approved and the appointment of members and election of Chair and Vice Chair for each committee revised if necessary and confirmed</li> </ul> <p><i>The existing structure was approved subject to a review of the role of Finance &amp; Staffing in six months' time, as to whether it should continue to operate as a committee or whether its functions should be performed by the Council as a whole and the committee disbanded.</i></p> <p><i>The composition of each committee is being clarified.</i></p> <p><i>The frequency of meetings of committees should also be considered.</i></p> <ul style="list-style-type: none"> <li>- The remit of Finance and Staffing should be altered as described to encompass business strategy. This committee will be renamed Policy and Finance and create a sub-committee dealing with staffing issues</li> </ul> <p><i>This was approved subject to the review set out in (1) above.</i></p> <ul style="list-style-type: none"> <li>- Each committee will schedule its meetings on a fixed day in each month in ordinary circumstances, to occur after the previous full Council meeting and before the next</li> </ul>

	<p><i>Policy and Finance meeting. This is to allow Policy and Finance to consider any financial or resourcing issues referred to it by a committee in time to make recommendations to Council in the same cycle</i></p> <p><i>This has now been implemented as follows:</i></p> <ul style="list-style-type: none"> <li>- <i>Events &amp; Communications will meet on the first Wednesday of the month</i></li> <li>- <i>Environment will meet on the first Thursday of the month</i></li> <li>- <i>Policy and Finance (was Finance and Staffing) will meet on the second Wednesday of the month</i></li> <li>- <i>Planning will meet on the second Thursday of the month (subject to further consideration on the frequency of meetings required)</i></li> </ul> <p>- <i>Each committee to consider at their next meeting what matters could be appropriately delegated to it and with what criteria, for review by Policy and Finance and subsequently for Policy and Finance to recommend the limits of delegation to the Council for approval or otherwise</i></p> <p><i>Recommended that this be approved</i></p> <p>- <i>Each committee to adopt a common format for the production of minutes such that it has two clear sections; the first containing matters for decision and the second matters for report only. Unless any member objects and wishes to alter a decision made under delegated powers, discussion of matters for report should be discouraged whilst respecting the rights of members to comment as they see fit.</i></p> <p><i>Recommended that this be approved (these minutes are an illustration of the format)</i></p> <p>- <i>In considering planning applications, the following are worth consideration:</i></p> <p><i>The CMDC website contains the latest information about applications and members should access that rather than rely on printed copy, which can be out of date</i></p> <p><i>It may be appropriate for SDPC to operate on an exception basis, e.g. should SDPC only review and comment upon applications where an objection has been received? If we operate on this policy, it may be that some meetings can be cancelled</i></p> <p><i>Some applications are decided upon by Council Officers under delegated powers and not reported to CMDC's Planning Committee. This should not prevent SDPC from reviewing and commenting upon an application but the usefulness of doing so may be suspect</i></p> <p><i>CMDC are currently interacting with the Planning Inspector as part of the approvals process for Calderdale's intended District Plan. This plan has proved controversial in the past and the Planning Committee should become familiar with it and be on top of any issues arising from it, since these will impact upon future planning applications.</i></p> <p><i>Referred to the Planning Committee for further consideration at their next meeting. It was noted that there would be practical difficulties in reviewing every application as, if it was decided this was essential, a meeting would be needed every two weeks to ensure that any representations could be made within the time window allowed.</i></p>
19.FS4.13	<p><b>To discuss staff appraisals</b>  <i>To be placed on the agenda of the next Staffing Sub-Committee meeting.</i></p>
19.FS4.14	<p><b>To agree agenda items for the next meeting</b>  <i>A request by Cllr Bellenger to consider funding contributions and a role in holding funds on behalf of a project to build sports facilities was declined pending:</i></p> <ul style="list-style-type: none"> <li>- <i>the demonstrated involvement and support in such a project by individuals and local sporting clubs</i></li> <li>- <i>the preparation of a feasibility study/business case</i></li> </ul>

	- <i>the likelihood that SDPC would want to be one of a number of organisations funding and supporting such a scheme rather than leading such a project on its own.</i>
19.FS4.15	<b>To agree a date and time for the next meeting</b> <i>As per the schedule listed in 19.FS4.12. Wednesday 11<sup>th</sup> March at 7.00pm</i>

Meeting closed at 8.45pm