



**Stainland and District Parish Council
1st Finance & Staffing Committee Meeting
Minutes
Tuesday 19th November 2019 at 6.30pm at Stainland
Library**

Present

Councillor L Fieldhouse, Councillor P Bellenger, Councillor M Mullany, & Councillor G Liddell
(minute taker)

Public Attendees: 0

Item	Item
19.FS1.1	<p>Election of Chair of the Finance & Staffing Committee</p> <p>(a) To elect a Chair of the meeting for the purposes of transacting item 1(b) of the agenda <i>Cllr Liddell was elected chair of the meeting</i></p> <p>(b) To elect a Chair of the Finance & Staffing Committee for the 2019/2020 municipal year <i>Cllr Liddell was elected chair of the committee for the 2019/2020 municipal year</i></p>
19.FS1.2	<p>Apologies and Reasons for Absence and Lateness</p> <p>To receive apologies and approve any reasons for absence presented to the Council <i>Cllrs Doherty, Dixon & Foster sent their apologies.</i> It was resolved to note the apologies and approve the reason for absence</p>
19.FS1.3	<p>To receive Parish Councillors' declarations of interest. <i>No declarations of interest were made.</i></p>
19.FS1.4	<p>Public Participation Session <i>No members of the public attended</i></p>
19.FS1.5	<p>To review and discuss the frequency and format of financial management reports covering the 2019/20 Planned, Actual to Date and Forecast Actual values for report to the Council.</p> <p>Method of Working with Committees <i>As this was the first meeting of the committee, a short discussion ensued on the relationship of this committee to other committees and the Parish Council. All present felt that this committee should not and did not want to interfere with any committee's right to exercise delegated powers in committing expenditure. In these circumstances, it should not be necessary for a committee to seek additional financial approval from the Finance & Staffing Committee, provided that there was an approved budget and that the proposed expenditure fell within that budget.</i></p> <p>Frequency & Format of Financial Management Reports. <i>It was noted that the appropriate financial records and reports would be required on a regular basis for the committee to fulfil its remit and for the Parish Council to demonstrate compliance with statute and financial regulations.</i> <i>The Parish Council was currently operating a budget agreed by the previous Temporary Councillors and therefore would require careful review to understand how the budget values</i></p>

	<p>for each expenditure item had been derived and the reasons for the significant variances thus far shown. This was seen as a necessary prerequisite to the sound preparation of revenue and capital budgets for 2020/21.</p> <p>It was resolved that Cllr Liddell would work with the clerk to achieve a greater degree of granularity in the financial information circulated prior to this meeting, noting that time was of the essence but that Cllr Liddell would be out of the country until 16th December 2019.</p>
19.FS1.6	<p>To consider the current capital programme and any cost estimates, so as to be able to make recommendations for change to the Council if required.</p> <p>Members were keen to progress capital expenditure projects but it was felt that a Capital Programme was needed first to establish priorities. Cllr Liddell agreed to produce a pro-forma for members to provide basic details of any capital schemes they wished to progress for discussion by this committee and Full Council.</p>
19.FS1.7	<p>To understand the likely financial climate, process and timescales for setting the precept for 2020/21.</p> <p>Calderdale MBC have requested to be informed of the amount of precept required for 2020/2021 by 4th February 2020 so that they could incorporate this in to the cabinet budget proposals to be considered on 10th February 2020.</p> <p>Cllr Bellenger said he was not aware of any particular financial issues for Calderdale MBC which were likely to impact on precept setting in the near future. He stated he felt there was no reason to increase the precept but neither was there any reason to lower it.</p> <p>Cllr Liddell asked if precept setting was entirely a matter for the Parish Council and what, if any, limits were there on the level of precept that could be set. Cllr Fieldhouse said there were no limits. Calderdale MBC had set the precept for the first year but thereafter it was a matter for the Parish Council. Cllr Liddell said he expected Calderdale MBC would require a proposal in a particular format with heads of expenditure.</p>
19.FS1.8	<p>To discuss current staff performance</p> <p>Cllr Bellenger outline the Parish Council's responsibility to monitor the performance of any staff. An appraisal process for the clerk therefore needed to be established. This would need to include consideration of the employee's professional development needs.</p> <p>Action: The clerk to obtain forms for staff appraisal from Calderdale MBC.</p> <p>NALC would probably also have guidance to consult.</p> <p>Cllr Bellenger to draw up proposals for the appraisal including who might undertake it and what format it would take.</p>
19.FS1.9	<p>To discuss recruiting a handyman</p> <p>Cllr Fieldhouse outlined the proposal from the Environmental Committee for the Parish Council to employ a handyperson for 5 hours per week. This would give the Parish Council a regular visible presence in the community, undertaking basic environmental / maintenance tasks such as litter picking, leaf clearance etc. Cllr Fieldhouse stated Bingley Town Council were currently advertising for a similar position and Hebden Royd Town Council have a self-employed handyman.</p> <p>Action: Cllr Fieldhouse to develop a formal proposal.</p>
19.FS1.10	<p>To agree Agenda items for the next meeting</p> <ul style="list-style-type: none"> • Draft budget & capital programme • Staff appraisals
19.FS1.11	<p>To agree a date and time for the next meeting</p> <p>Wednesday 18th December at 6.30pm at Stainland Library.</p>

Meeting closed at 8.00pm