

# WADHURST PARISH COUNCIL

## THE MINUTES OF A MEETING OF THE FINANCE AND RESOURCE COMMITTEE OF WADHURST PARISH COUNCIL HELD REMOTELY VIA ZOOM ON THURSDAY 2<sup>ND</sup> JULY 2020 AT 7.30 P.M.

Present: Cllr C Moore, Cllr Gadd, Cllr Crawford, Cllr P Moore, Cllr Morris (in part due to technical issues) and Cllr Murphy.

Also present: Claudine Feltham (RFO). There were no members of the public.

1. To receive apologies and reasons for absence.  
*Apologies were received and accepted from Cllr Tincombe – as a Key Worker she is currently unable to attend the meetings.*
2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.  
*There were no declarations of interest.*
3. Public Forum – time limit 15 minutes. *N/A.*
4. To consider, and approve if appropriate, which agenda items are sufficiently confidential as to warrant exclusion of members of the press and public under the provisions of the Public Bodies (admissions to meetings) Act 1960.  
*Cllr C Moore proposed for item 10.3 to be considered confidentially. **Resolved: agreed by majority vote.***
5. To approve the minutes of the meeting of the Finance and resources Committee on the 7 May 2020 as a true record. **Resolved: members resolved to approve the minutes of 7<sup>th</sup> May 2020 as a true record.**
6. To determine matters arising from previous minutes for updating and noting.  
*At the June 2020 parish council meeting it was noted that all payments would be made by cheque (rather than online transfers). Cllr C Moore updated that Cllr Gadd was kindly dealing with updating of the bank mandate, but this process that could take some time by the bank, and during this process time cheques would be used for payments.*  
*CIL payments – Bellerbys College. Cllr C Moore was unaware of any recent update and would ask for the Clerk to chase this. **(Action: Clerk to obtain update and report back).***
7. Items for decision and allocation of resources if necessary
  - 7.1 To discuss adopting the NALC 2019 Financial Regulations **Resolved: majority vote that this should be recommended to full council for adoption. (Action: RFO to re send NALC documents to the F & R Committee)**
  - 7.2 To discuss using the template created by Cllr C Moore as a checklist tool. **Resolved: Cllr C Moore to make the amendments as suggested by the F & R Committee and for this to recommended to full council for approval.**
8. To formally appoint Claudine Feltham as the Responsible Financial Officer (RFO) to Wadhurst Parish Council.  
**Resolved: recommend to full council for formal appointment of Claudine Feltham as RFO.**
9. For Cllr C Moore to review the bank reconciliations for April and May 2020. **Resolved: to approve these documents, subject to seeing the originals in due course (when COVID restrictions allow).**
10. Staffing matters
  - 10.1 Delegation of agreement of extra hours worked  
**Resolved: carry out Cllr Gadd's proposal with delegation to go to Chair plus one other in Chairs absence, monthly payment list to include details of overtime, and to look at NALC to see if there are any policies on overtime working.**
  - 10.2 Delegation of appraisals  
**Resolved: appraisals to be delegated to Chair and Chair of F & R.**
  - 10.3 Caretakers contract. **Resolved: Members resolved to recommend to full council that the matter be delegated as proposed in the paper. Cllr Murphy voted against the proposal.**
11. Items for noting  
*None*
12. Urgent issues at the discretion of the chair for noting or inclusion on future agenda

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*Additional expenditure because of COVID. Recommend to full council next week – a budget item of up to £2k – for COVID related items such as posters, hand sanitisers etc. to comply with COVID safety.*

*At the moment grass cutting whether verges or other items in the parish, all of the budget sits with 'EHT' but of course there is mowing of the recreation ground. Propose we move £1000 of EHT budget to Recreation Grounds, and a new line item for COVID expenditure to be taken from general reserves. **Resolved: all agreed that this should go to full council for approval.***

*Meeting closed at 2055 hours.*

DRAFT