

**FINAL MINUTES OF THE FINANCE AND EMPLOYMENT COMMITTEE  
MEETING  
HELD ON 8<sup>th</sup> April 2019  
AT PENNARD PARISH HALL (Small Hall)  
AT 7.00pm**

Present: Cllr Darren Hickery (Chair), Cllr Susan Rodaway, Cllr Arthur Rogers, Cllr Ralph Cook, Cllr Lynda James.

In attendance: Clerk: Mrs Janet Crocker

**Declarations of Interest:** *None*

It was suggested that item 2. should be moved to the start of the meeting.  
**Proposed Seconded and Agreed.**

**2. To agree to employ OVW to conduct a Good Governance Review**

One Voice Wales will conduct a Good Governance Review of our Systems ahead of the external audit and given the changes, it was agreed that this was a good idea and worth the cost of £400. It was agreed to recommend this at the next meeting of the Full Council.

**Proposed Seconded and Agreed**

**1. To note the timetable for completion and submission of the Annual Return for the year 2018/19**

The dates were discussed and set out.

**Proposed Seconded and Agreed**

**3. To agree to appoint internal auditor for 2018/2019**

It was agreed that the Clerk should contact Brian Macnamara who had conducted the audits in previous years to ask if he would do our Audit this year.

**Proposed Seconded and Agreed**

**Action Clerk**

**4. To review 4<sup>th</sup> & Final Quarter 2018/19**

The final quarter figures were presented and apart from a few minor adjustments to where some items should sit, were approved.

**Proposed Seconded and Agreed**

**5. To discuss production of an Annual Report for 2018/2019**

The Clerk discussed a presentation that had been given by two of the winners at the recent OVW Innovation Practices event and suggested that an Annual report would be a good way of informing the Community regarding the work of the Council and how their Precept had been spent along with other relevant information.

**Proposed Seconded and Agreed**

**It is proposed that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following item of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.  
Proposed Seconded and Agreed**

**6. Discuss and agree change to Ground Keepers Contract.**

This had been discussed during the Budgeting round, where it was decided to increase the Ground Keepers hourly rate to £13 per hour as from the 1<sup>st</sup> April 2019.

**Proposed Seconded and Agreed**

**7. Discuss and agree employee remuneration 2019/2020**

In line with the NALC Salary uplift for 2019/2020 the Clerks Salary would increase to £16.65 per hour with effect from the 1<sup>st</sup> April 2019.

**Proposed Seconded and Agreed**

Meeting closed at 8.45pm

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