

**MINUTES OF A MEETING OF Finance and Employment Committee of PENNARD COMMUNITY COUNCIL HELD ON 9 MARCH 2017 AT PENNARD COMMUNITY HALL at 7.15 pm**

Present: Cllr Ralph Cook (Chair), Cllr Jeff Eley, Cllr Wes Weeks, Cllr Lynda James, Cllr Susan Rodaway

Clerk: Mr David Mackerras

Apologies: Cllr Jason Thomas

**Declarations of Interest:** None

**2017/30 Review of nine monthly accounts 1 April 2016 – 31 December 2016**

Councillors reviewed the accounts, noting income and expenditure against the budget. It was considered appropriate that the new pavilion roof at a cost of £3,756 should be transferred out of Field miscellaneous repairs to be paid from the Reserves budget. It was noted that the small swings safety surface, path and signs budget remains unspent. Proposals on these items to be brought to Full Council. It was proposed by Cllr Wes Weeks and seconded by Cllr Jeff Eley that a gas meter will be fitted to measure squiggles nursery usage. All members were in favour. It was agreed that Squiggles utilities charges will be analysed and reviewed.

It was proposed by Cllr Susan Rodaway and seconded by Cllr Wes Weeks with all members in favour that the nine monthly accounts should be recommended for acceptance by Full Council

**It was proposed, seconded and unanimously agreed 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 items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.**

**2017/31 To consider Final salary settlement for the previous clerk**

It was proposed by Cllr Wes Weeks and seconded by Cllr Jeff Eley with all members in favour that a recommendation should be made to Full Council that the previous Clerk should be paid a sum of money equivalent to eight hours of her salary in recognition of her handover role in supporting the Clerk since her employment ended.

**2017/32 To consider final salary settlement for the resigning Responsible Finance Officer**

It was proposed by Cllr Wes Weeks and seconded by Cllr Jeff Eley with all members in favour that a recommendation should be made to Full Council that the resigning Responsible Finance Officer should be paid up to 9 March.

*The Clerk left the meeting at this point to allow the following discussion.*

**2017/33 To confirm interim cover arrangements for Responsible Finance Officer duties**

It was proposed by Cllr Susan Rodaway and seconded by Cllr Jeff Eley with all members in favour that a recommendation should be made to Full Council that the Clerk should be invited to take over the RFO duties for a trial period of six months with a commensurate increase to 22 hours employment weekly. This would formalize the emergency measure put into place by the Chair and Vice Chair such that Finance duties have been dealt with by the Clerk since the resignation of the RFO.

**2017/34 To consider replacement of the Responsible Finance Officer**

It was agreed that this matter will be recommended to Full Council to remain in obedience

**Action**

**Clerk**

**2017/35 To consider delegation of Clerk's duties for holiday/sickness cover**

It was proposed by Cllr Susan Rodaway and seconded by Cllr Jeff Eley with Cllr Ralph Cook in favour, and Cllr Wes Weeks and Cllr Lynda James abstaining, that a recommendation be made to Full Council that it should investigate the appointment of a Project Officer/Deputy Clerk

**2017/36 To consider a system of delegated authority for payment approval for the July/August period**

It was agreed that this matter is already provided for under Pennard Standing Orders

**2017/37 To consider the appointment of an Internal Auditor**

It was proposed by Cllr Jeff Eley and seconded by Cllr Wes Weeks with all members in favour that a recommendation be made to full Council that the internal auditor employed in 2015/16 should be asked to undertake internal audit duties for the year 2016/17. The Clerk should prepare an audit guide document for consideration by Full Council which will suggest an appropriate range of checks to be undertaken by the appointee.

**Clerk**

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*Meeting closed at 9.30 pm.*

DRAFT