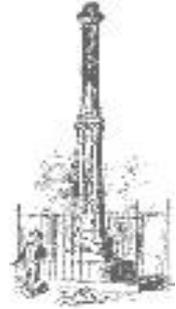


EYNESHAM PARISH COUNCIL

Clerk: Mrs Sue Lee
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Minutes of the Finance Committee Held in the Bartholomew Room at 7.30pm on Tuesday 29 January 2008

Present: G Beach (Chairman), D Rossiter (Vice-Chairman), Mrs V Hughes & J Miller.
In attendance: S Lee (Clerk)

F08/1 Apologies for Absence: none

F08/2 Matters arising from the minutes of the meeting of 20 November – none

F08/3 Declarations of interest – Mrs Hughes declared a prejudicial interest in item 10 – other financial matters as a quote for work from Northmoor Production – her husband - was being considered.

F08/4 Terms of reference – the circulated terms of reference were unanimously agreed on with the addition of the annual election of the Chair and the minutes being available on the website. Once terms of reference have been approved by all committees they will be taken to the Annual Parish Council meeting for adoption by the Parish Council. Action: Clerk

F08/5 Bank – current situation – the transfer of the bank account from HSBC to Co-op is progressing without any problems.

F08/6 Balance sheet and reserves update – the end of quarter figures had been circulated and there were no anomalies to report.

- Discussions took place as to the reports that would be most helpful to the committee to enable them to ensure that the budgets are managed appropriately. It was agreed that the figures provided for this meeting were helpful but in addition an update on the reserves situation, a breakdown of costs incurred in the most recent quarter and a report from the RFO into any issues that were causing concern in the budgets would be provided. It was agreed that profiling of the budgets would be a time consuming exercise and was not felt necessary at present.
- The Clerk will amend the administration budget to several smaller budgets for the new financial year to give more transparency in this area. In addition the committee would review all budget heading before the next precept setting to make sure they are appropriate. **Action: Clerk.**

F08/7 Employee handbook – the Clerk had produced an employee handbook. It was agreed to adopt this once the clerk has discussed with the Council solicitors to check that the information contained within it does not conflict with any issues in the employment contract they have prepared. The Clerk will carry out a review of the current salary structure within the council to ensure that all staff are on the correct scales for the work and responsibility they undertake. **Action: Clerk**

In addition the Clerk had prepared a Grievance policy and Discipline policy. It was unanimously agreed to recommend adoption of all these policies to the main committee once a reference had been made to the ACAS website on both.

An appraisal scheme had been prepared - it was agreed that a yearly appraisal of staff would take place and records would be retained to show that this had occurred. However, the manner of the appraisal would be left to the line manager and this document would be retained and used as a framework but the appraisee would not be asked to complete the paperwork. It

was felt vital to ensure that all employees are given every opportunity for a clear and open dialogue with the Council – it was hoped that this was already being developed and would take place on an ongoing basis and not just once a year!

F08/8 Internal audit interim report - there were no issues highlighted in the interim report. The main issue outstanding from the last yearend report is the asset register and insurance and the Clerk is working on this and will have a final copy ready for the end of this financial year. It was unanimously agreed not to have an interim audit next financial year and to review the audit requirements and provider.

It was unanimously agreed for the Clerk and Financial administrator to produce the year end accounts this year and not employ the usual firm to do this. This would result in a cost saving to the Council and would enable year end figures to be produced that were more user friendly.

F08/9 Staffing issues – 6 month review of staffing – a list of current staff both employed and self employed had been circulated to all.

The current level of staffing was discussed and the Clerk will make further investigations for the next meeting. **Action: Clerk**

It was agreed to recommend to the main council that the back pay calculated should be paid to the previous clerk together with her outstanding invoices and that a P45 would then be issued as the play area project was now complete.

F08/10 Other financial matters

- **Pavilion flat roof repairs**

It was agreed to recommend to the main committee to accept the quote for £450 from Nick Brown Roofing Ltd to replace the flat roof on the Pavilion outhouse.

- **Corporate identity** - Mrs Hughes left the meeting.

It was agreed to recommend to the main committee to accept the quote of £192 from Northmoor Productions to produce a corporate identify for the Parish Council to use on all publications, signs etc. The Communications committee would decide on the most appropriate design and advise the main council accordingly.

F08/11 Date of next meeting – Tuesday 20 May 7.30pm to review risk assessment and asset register.

Meeting closed at 9.10pm

Signed:

Dated:

Recommendations to full Council:

1. **To adopt employment policies & handbook as detailed in F08/7 above subject to approval by solicitors**
2. **To adopt the proposals for internal audit and year end as detailed in F08/8**
3. **To approve the payment of Mrs Heath's back pay and invoices and the issue of a P45 as her play area work was completed.**
4. **To accept the quote for £450 from Nick Brown Roofing Ltd to replace the flat roof on the Pavilion outhouse.**
5. **To accept the quote of £192 from Northmoor Productions to produce a corporate identify for the Parish Council to use on all publications, signs etc.**