

BISHOPSTEIGNTON PARISH COUNCIL

MINUTES

FINANCE & PERSONNEL COMMITTEE

HELD 7PM MONDAY 22ND JUNE 2020 Via Zoom

THIS MEETING WAS MEMBERS ONLY – NOT OPEN TO THE PUBLIC

In accordance with 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.

FPC2006.01 **PRESENT:** Cllrs. K. Benham, R. Gateshill, R. Gill, J. Grimble & H. Merritt
APOLOGIES: None
DOI: None

FPC2006.02 **F&P COMMITTEE STRUCTURE:**

- .01 It was proposed by Cllr. Benham, seconded by Cllr. Grimble, agreed unanimously and therefore **RESOLVED** that the updated draft Terms of Reference be adopted by the committee. Clerk to circulate to members and publish on the BPC website.
It was noted that the Chairman of this committee should and would be the BPC Chairman, Cllr. H. Merritt.
- .02 Members discussed the committee membership and need for a vice-chair since the resignation of Mr. Davey. It was proposed by Cllr. Gill and seconded by Cllr. Benham that the committee remain with five members and no vice was required. The inclusion of new members shall be reviewed following the election/co-option process to fill the two vacancies on the full council. This was agreed unanimously therefore **RESOLVED**.

FPC2006.03 **BPC GRANT AWARD**

Members considered an application for the 2019/20 BPC grant. This is from Bishopsteignton Scout Group for £450 towards the purchase of a minibus. The application form and supporting statements had been circulated to members prior to the meeting.
Cllr. Benham asked what the groups intention was if Shaldon Parish Council are to refuse the grant request from them; the clerk would ask for clarification on this point.
It was proposed by Cllr. Benham, seconded by Cllr. Grimble, that it be recommended that BPC to award Bishopsteignton Scout Group a £450 grant for the purposes detailed in the application form. Agreed unanimously, excluding Cllr. Benham, therefore **RESOLVED** to make this **recommendation** to the full council at their meeting to be held Monday 12. 08.19.

FPC2006.04 **FINANCIAL VIREMENT REPORT:**

The clerk explained the virement report for the end of FY2019/20 and how, when combined with this year's precept budget breakdown figures, this is used to set the reserve amounts moving forward.
This report was NOTED. *(Available on request).*

FPC2006.05 **2019-20 AUDIT:**

- .01 Members considered the Statement of Accounts for the year ending 31.03.20 which had been circulated prior to the meeting. Several items were explained in more detail.
This report was NOTED. *(Available on request).*
- .02 Members considered the report from Lee Accounting (SW) Ltd following the internal audit of BPC Accounts for the financial year 2019-20. There were no question and the Chairman thanked and congratulated the clerk for the positive feedback received in the report.
This report was NOTED. *(Available on request).*
- .03 Members reviewed the full 2019-20 ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN, pages 1-6 and the Significant Variances tables which was circulated prior to the meeting. The form was explained by the clerk.
It was noted that box G on page 3, Internal Audit Report, was not ticked; clerk to liaise with the internal auditor to discover the reason and request the competed submission.

BISHOPSTEIGNTON PARISH COUNCIL
MINUTES CONT'D
FINANCE & PERSONNEL COMMITTEE – 22.06.20

It was proposed by Cllr. Benham and seconded by Cllr. Gill to share these documents with the full council for their review and make the following recommendation at their meeting to be held 06.07.20:

The Finance & Personnel Committee recommend that BPC resolve to:

- i. Approve and sign accordingly the Annual Accounting Statement (Page 5) of the Annual Governance & Accountability Return; and
- ii. Adopt the Annual Governance & Accountability Return 2019-20 as a true and correct record followed by submission to the appointed external auditor.

FPC2006.06 CLERKS HOURS

Members considered and discussed the timesheets and clerks report provided prior to the meeting (both available on request). Discussion included the following points:

- It was considered correct that a proportion of the clerk's salary should be taken from the burial account in future.
- Workload should be regularly assessed to ensure in line with requirements and the council's priorities.
- Some tasks should be delegated to committees and working parties to ensure the clerk is able to concentrate the contracted working hours on the regular duties of a clerk, such as reviewing amendments to statutory regulation and governance of the parish council.
- It is a shared perception of members and the clerk that this is already happening with the reformed Asset Management Committee and the recent formation of the Contracts working party and MUGA working party.
- Tools such as Zoom can be utilized to streamline the tasks of the clerk and council. Other similar tools and changes to working methods can be reviewed and adopted where they will make a positive impact making procedures less time-consuming.
- The clerk can provide a quarterly update to the F&P committee of working hours and detail how these are utilised. The first of these will cover July, August & September 2020.
- Some members felt to increase the clerk's hours permanently was not the correct way to address the issue. The clerk raised no objection to additional hours if conveyed in the contract of employment however did object to regularly working additional hours without receiving remuneration or time off in lieu, especially for a part time role which is paid at an hourly rate.

It was proposed by Cllr. Grimble and seconded by Cllr. Gill that the Finance & Personnel Committee make the following recommendation to the full council at their meeting to be held 06.07.20:

The Finance & Personnel Committee recommend that BPC resolve to approve 2 hours per week are added to the clerks contracted hours for the period 01.07.20 to 31.12.20, and that this be paid from the burial account. This temporary revision will incorporate the regular review of the hours worked by the clerk, how these are utilised and where alternative methods and delegation can be encouraged to improve productivity. In addition, future budgets will allow for a portion of the clerk's salary to be paid using the burial account funds as opposed to 100% from the precept.

THE CHAIRMAN CLOSED THE MEETING AT 8.16pm