



## Finance and Personnel Committee

Meeting held on Monday 20<sup>th</sup> March 2023 at 10:30 am at Bilbrook Village Hall

### Minutes

Councillors Present: M Adams, S Adams, M Barrow, G Burnett

Also present: Mrs K Daker (Parish Clerk)

No members of the public were present

Standing Orders were imposed.

**23/22FP Apologies:** V Chapman

**24/22FP Declarations of interest and dispensation requests:** Cllr S Adams and Cllr M Adams have received a dispensation allowing them to comment and vote on all matters relating to the Twentyman playing fields.

**25/22FP Minutes of the previous meeting** - The minutes of the Finance and Personnel Committee meeting on Monday 17<sup>th</sup> October 2023 having previously been distributed were **signed as a true and correct record.**

**26/22FP Monitoring to Date (Excluding Staff costs)** - The detailed monitoring report was **received and noted.** **Matter of Report:** There were some large variations between the budget and actual income and expenditure due to the receipt and spending of grants in particular the £75,000 Veolia grant for the play park upgrade. An additional 15k of costs is expected before the year end and a few hundred pounds of bank interest. No solar farm money has been received to date in this financial year as two payments were received in 2021-22. There was some overspending in admin due to purchasing equipment for the assistant clerk.

**27/22FP Year-End Review – Matter of Report:** The AGAR has not yet been received. **Resolved:** The ring-fenced reserves will be decided after the 4th of April when it will be known if the elections are contested.

**28/22FP Meeting Dates.** The meeting dates for 2023-24 were **received and noted** (Appendix 1) The June 2023 meeting is to be moved to the 26th as an allotment meeting is arranged for the 19th.

**29/22FP Terms of Reference – Resolved:** to take the terms of reference unchanged to the Annual Meeting of the Parish Council on the 17<sup>th</sup> of May 2023.

**30/22FP Items for the Future** - None

**31/22FP The date for the next meeting:** Monday 26<sup>th</sup> June 2022 at 10.30 am



**Resolved:** to approve the exclusion of the press and public under the Public Bodies (admission to meetings) Act 1960 for a confidential agenda item

### CONFIDENTIAL AGENDA ITEM

- 32/22FP Monitoring to date including Staff Costs – Matter of Report:** The salaries and staff costs to date were discussed.
- 33/22FP Bank Mandate – Resolved** to delay removing those members not standing for election until the new council members are known.
- 34/22FP Staffing – Resolved** clerks appraisal to be undertaken by the chairman on the 26<sup>th</sup> of April.

Signed: ..... Dated: .....

### Appendix 1 : Meeting Dates 2023-24

#### BILBROOK PARISH COUNCIL

2023-24 Meetings Timetable	Finance & Personnel Committee
Location	Bilbrook Village Hall
Day	Monday
Start Time	10:30am

May-23	
Jun-23	19th
Jul-23	
Aug-23	
Sep-23	
Oct-23	16th
Nov-23	
Dec-23	11th <sup>6</sup>
Jan-24	
Feb-24	
Mar-24	18th
Apr-24	
May-24	

Changed to 26<sup>th</sup> June