

# Risinghurst and Sandhills Parish Council

Minutes of the meeting of the Risinghurst and Sandhills Parish Council Finance and HR committee held on Monday 08/03/21 at 12.00pm online via Zoom.

**Cllrs present:** Cllrs Fuller (Chairman), Adams and Smith.

**Staff present:** Bev Field (Parish Clerk)

**Absent:** Cllr L. Taylor

**Members of the public present:** None

**29/0321FHR Apologies:** None.

**30/0321FHR Declarations of interest:** None.

**31/0321FHR Minutes:** The minutes of the meeting held on 14/12/20 were approved to be signed as an accurate record.

**32/0321FHR Matters arising:** for item 27/1220FHR The Clerk has purchased an office chair.

## Finance

**33/0321FHR Internal audit:** The recommendations from the 2019/20 audit report were reviewed. For recommendation 7 the contract with the Risinghurst Cricket Club (RCC) was signed on 01/03/21, which was the final item outstanding. A cleaner is no longer employed by the Parish Council, and in 2019 costs associated with RCC were £598.00 (not including grounds maintenance for the general playing field area) and a total of £340.00 was received in fees. RCC are still considering how they wish to arrange to clean the pavilion after use, but have signed the contract for the season. The asset register will be published on the website. The committee was satisfied that the audit recommendations have been resolved and thanked the Clerk/RFO.

### **Resolved:**

- a) Pitch hire for all sport clubs will be invoiced in advance with a minimum of 10 hires, in accordance with the VAT regulations.
- b) To commission the internal audit for 2020/21 from Auditing Solutions for £255.00+VAT

### **34/0321FHR Policy approval:**

**Resolved:** The following policies are approved as appendices to the Financial Regulations:

- a) General Reserves policy with a 3-month level of general reserve (appendix 1).
- b) Supporting Local Business Through Procurement policy (appendix 2).
- c) To add to the Financial Regulations: "4.10 For the General Reserve policy, see appendix 1" and "10.6 For the Supporting Local Business Through Procurement policy, see appendix 2."

**35/0321 S137 grant limit for 2021/22:** The appropriate sum for grants within the purpose of section 137(4)(a) of the Local Government Act 1972 for parish and town councils in England for 2021-22 is £8.41 per elector. Therefore, the government cap on maximum spending on s137 grants in 2021-22 for Risinghurst and Sandhills Parish Council is £26,508.32.

The RFO advised that the Parish Council budget for s137 grants in 2021-22 is £3,000.00 and therefore, it is unlikely that the Parish Council is likely to exceed the government cap.

**Noted.**

### **36/0321FHR FHR Exclusion of the public:**

**Resolved:** In accordance with the *Public Bodies (Admission to Meetings) Act 1960*, the public and press were excluded from the meeting for HR issues, on the grounds that they could involve the likely disclosure of private and confidential information.

HR

**37/0321FHR Staff updates:**

**Noted:**

- a) **Salaries:** NALC has advised that the local government pay award discussions for the period from April 21 have been deferred until after the election. The Parish Clerk has a final increase due of 38p per hour effective April 21, as defined in the salary range in the employment contract.
- b) **Ground's maintenance:** During a period of annual leave and furlough, Cllr Drummond has taken the mowers for sharpening and Cllr Adams has supported core volunteers to continue to work at the playing field. Other work has been deferred.

**38/0321FHR Appraisal:** The annual appraisal of the Parish Clerk was undertaken by the Chairman of the Parish Council and was excellent from both perspectives.

**Noted**

**39/0321FHR Furlough:**

**Resolved:** The current furlough period ends on 15/03/21. Outdoor sports will be allowed from 29/03/21, therefore, the furlough will not be extended, as grounds work will be required.

**40/0321FHR Training log:** The training logs for the Parish Clerk and for Councillors were received and will be added to, as information is available.

**Noted**

**41/0321FHR Cleaning at the Pavilion:** The cleaning arrangements are subject to how much use of the pavilion is possible due to covid-19 restrictions. The football season will extend to June 21 and cricket is likely to start the last week of April, subject to advice from the sports organisations.

**Agreed:** to defer this item to the next meeting, and to continue to encourage the sport clubs to clean after each use of the pavilion, according to their contracts.

**Date and time of Next Meeting:** the provisional date is 7<sup>th</sup> June 2021 at 12.00pm, to be confirmed at the annual meeting following the election.

The meeting closed at 12.59pm

Signed: Redacted

Date: 07/06/21