

STEDHAM WITH IPING PARISH COUNCIL DRAFT

Chairman: Lucy Petrie
Clerk: Morag Birch
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MINUTES: Meeting of SIPC Finance & General Purposes Committee - No. 3/Year 4/15-19

Held on: Wednesday 21st November 2018

At: Stedham Memorial Hall

Present: Olia Mitskevich (F&GP Chairman)
Lucy Petrie
John Wheelhouse
Martin Perry

The Openness of Local Government Bodies Regulations are in force, giving a right to members of the public to record (film, photograph and audio-record) and report on proceedings at meetings of the Council and its Committees.

1. APOLOGIES FOR ABSENCE: Catherine Myres

2. MNUTES OF PREVIOUS MEETINGS: Minutes from 11th July 2018 reviewed and signed

3. DECLARATIONS OF INTEREST: None

4. CLERK'S CONTRACT

- 4.1. Copies of latest versions of Clerk's Contract and List of Duties were reviewed and amended, copies attached.
- 4.2. Contracted rate of pay will be £10.65/hour. This rate will be backdated to the start of employment on 7th June. **ACTION: OM**
- 4.3. Confirm whether SLCC recommends levels of payment to compensate Clerk for work carried out at Clerk's private premises. **ACTION: MB**
- 4.4. Confirm whether Para. 20.7 in the Clerk Contract has any GDPR implications. **ACTION: MB**
- 4.5. Arrange Extraordinary Meeting to finalise Clerk Contract Job Description. **ACTION: MB**

5. 2018 - 19 BUDGET REVIEW

- 5.1. It was agreed format of the budget documentation needed to be improved and that Project Management budgeting techniques should be used, eg: against each budgeted item show monthly spend to date; monthly planned spend for remainder of financial year; % of allocated funds consumed to date; % of allocated funds used including planned spend; requirement for contingency funds; etc. JW and Clerk to liaise and feedback at next F&GP meeting. **ACTION: OM, JW, MB**
- 5.2. It was confirmed F&GP Committee is responsible for establishing the budget
- 5.3. It was agreed F&GP policy should be to get at least 3 quotes for any work to be carried out for the SIPC, eg Garden Maintenance, Grass Cutting. **ACTION: OM**
- 5.4. It was agreed the F&GP should review all current contracts with regard to need and value. **ACTION: OM**

6. DATE OF NEXT F&GP MEETING: To be arranged within the next 3 weeks. **ACTION: OM & MB**

Conclusion 7:25pm

CHAIRMAN:..... **DATE:**.....