

RUDGWICK PARISH COUNCIL
Parish Office
Rudgwick Hall
Bucks Green
Rudgwick
West Sussex
RH12 3JJ

Tel: 01403 822678
E-mail: clerk@rudgwickpc.co.uk

To: All Members of the Finance, Policy and Human Resources Committee

You are duly summoned to a meeting of the Parish Council Finance, Policy and Human Resources Committee to be held on Monday 16th July 2018 at 7.00 pm at Rudgwick Hall, Bucks Green

Committee Members

Councillors:	R Wild (Chairman)	V Davis
	R Bookham	R Landeryou
	D Buckley	P Thompson

AGENDA

1. **To receive apologies** for absence.
2. **To receive Declarations of Interests by Members** on any matters to be considered at the meeting. Any clarification on whether a Member has an interest should be sought before attending the meeting.
3. **To resolve the Minutes of the Meeting** held on the 27th November 2017 to be a correct record and to be signed (copy circulated).
4. **Matters arising from the previous meeting.**
5. **Public participation.** *The meeting will be adjourned for up to 10 minutes to allow members of the public to make a statement or give a view on any item on the agenda.*
6. **To consider a draft Staff appraisal policy** and if considered appropriate, resolve to recommend to Council for it be adopted.
7. **To consider the establishment of a working group to meet in October (electronically if necessary and/or appropriate) to consider the salaries budget** for 2019/20 financial year, to satisfy Financial reg 4.4.

8. **To note reserves held and if considered appropriate resolve to make recommendations** to Council under Financial regs 4.2 and 4.9 as follows:
- Increase 3 months' running costs reserve from £16,000 to £22,500.
 - Redirect £750 from Tip pond and Business directory to traffic calming to increase that reserve to £4,758.
 - Redirect £1,000 from RH floor/heating to hallway floor, increasing that reserve to £3,000.
 - Redirect £2,050 from specific JH items to general JH refurb.
 - Redirect Playing Field road maintenance £4,473 and car park resurfacing £13,500 to RH to combine with car park maintenance £830.
9. **Resolve that the cost of the ramp should be taken from the reserve for the RH refurbishment** project (if not already agreed, otherwise to note it has been done).
10. **To note that the Biodiversity reserve of £146 has been spent** as part of the recent repairs to the gates.
12. **To note any amounts due to the council that remain unpaid** and recommend action to Council in respect of them (Financial regs 1.12/1.13)
13. **To note that Financial regs 6.3 & 6.9 in relation to internet banking are adequate**, and recommend to Council that Financial regs are adopted as exist. Procedural details for internet banking to be identified and agreed outside of Financial regs.
14. **To consider whether current investment strategy is fit for purpose**, and establish a Working Group to identify an alternative to be recommended to the Council if appropriate. (Financial regs 8.5)
15. **To recommend to the Full Council a transfer of £35,000 from NS&I account to current account** to cover the cost of the Rudgwick Hall ramp refurbishment and payment of Churchman's Meadows playground (interim payment until S106 monies are received)
16. **To note the current level of maximum risk exposure under Financial regs 15.4 relating to fidelity guarantee insurance**, and consider whether to recommend to Council an alteration to the amount of cover carried.
17. **To consider fixed term (1,2,3 years) Business Stream contracts** and recommend to Full Council if appropriate.
18. **Staff matters**
- Clerk CILCA training

Mrs J Foote
Clerk to Rudgwick Parish Council

Filming of Parish Council Meetings and use of social media

During this meeting the public are allowed to film the Council or to use social media, providing it does not disrupt the meeting. You are encouraged to let the Clerk know in advance if you wish to film. Mobile devices should be switched to silent for the duration of the meeting.

