

## Rudgwick Parish Council

Minutes of the Finance, Policy and Human Resources Committee Meeting held on Monday 22<sup>nd</sup> August 2019 at Rudgwick Hall, Bucks Green, Rudgwick at 6.00 pm.

Present: Councillors: R Wild (Chairman), D Buckley, R Landeryou, P Thompson  
Mrs. J Foote, Clerk

FPHR 001-19/20	<p><b>Apologies for Absence</b> Apologies for Absence and reasons were received from Cllrs A Gormley and S Kornycky and unanimously approved and <b>noted</b>.</p>
FPHR 002-19/20	<p><b>Declarations of Interest</b> There were no Declarations of Interest.</p>
FPHR 003-19/20	<p><b>Minutes</b> The Minutes of the meeting held on 7<sup>th</sup> January 2019 were <b>resolved</b> and signed by the Chairman as being a correct record.</p>
FPHR 004-19/20	<p><b>Public Participation</b> There were no members of the public present.</p>
FPHR 005-19/20	<p><b>Parish Council Budget</b> The following was received, <b>resolved</b> and recommended for approval to the Full Council: The revised budget with the reduced number of cost codes and the postponing for the time being any re-allocation of monies to Earmarked Reserves. To consider timing of Rudgwick Hall/ King George V car park/road repair and make appropriate budget adjustments. The following was <b>noted</b>: Current spending against set budget. It was agreed for the Clerk to provide a short explanation with future Clerk's reports of the way figures were presented. Monthly and quarterly bank reconciliations were received and signed by the Chairman.</p>
FPHR 006-19/20	<p><b>Non-payment of invoice by hirer</b> It was <b>resolved</b> to recommend for approval to the Full Council to write to the hirer requesting payment of the outstanding amount and return of the hall key before taking further action.</p>
FPHR 007-19/20	<p><b>New/ Revised Policies and Procedures</b> It was <b>resolved</b> to recommend the policies and procedures as listed in the Clerk's Report for approval to the Full Council with the following <i>amendments</i> to <b>Staff Expenses Policy</b> 5.1. Employees must fill out an approved expenses claim form promptly after incurring expenses (no later than one month after the <i>date of incurring the expense</i>) and submit to their line manager for approval. <i>Payment of expenses claim forms submitted later are at the line manager's discretion.</i> It was noted that Cllr Wild provided a list of grammatical/punctuation actions which are to be incorporated when policies and procedures are resolved.</p>

	<p><b>Financial Regulations</b></p> <p>5.1. The council <i>may</i> seek credit references in respect of members or employees who act as signatories.</p> <p>11.h The sum of £100 to be increased to <i>£1,000</i>.</p> <p>6.17, 6.18 amendments were noted</p>
<p>FPHR 008-19/20</p>	<p><b>Fingerposts</b></p> <p>It was <b>resolved</b> to recommend payment of £102.25 to The Haven Society for the repair and maintenance of two fingerposts for approval to the Full Council.</p> <p>The Clerk to inform The Haven Society that future requests need to be made prior to expenses having been made.</p>
<p>FPHR 009-19/20</p>	<p><b>Staffing</b></p> <p>It was <b>resolved</b> to recommend payment (Clerk's Report) to the Clerk in relation to CiLCA work for approval to the Full Council</p>
<p>FPHR 0010-19/20</p>	<p><b>Date of next meeting</b></p> <p>It was resolved to note the date of the next meeting as Monday 18<sup>th</sup> November 2019</p>
<p><i>There being no other business, the Chairman closed the meeting at 7.40 pm</i></p>	

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**Councillor R Wild**

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**Date**