

**Minutes of the Finance and Management Committee Meeting held on
Monday 7th August 2023 at 4.00 p.m. in accordance with notice given**

In the Chair: Councillor Morris-Wyatt

Present: Councillors Beioley, Oakley, Roberts, Trinder and Wood (arrived 16.03)

In attendance: RFO

FM 01/07.08.23 APOLOGIES – None

FM 02/07.08.23 PUBLIC PARTICIPATION – None

FM 03/07.08.23 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA - None

FM 04/07.08.23 MINUTES OF THE PREVIOUS MEETING

Cllr Oakley proposed, “**acceptance of the minutes of 27th June 2023.**” This was seconded by Cllr Trinder, there was one abstention.

FM 05/07.08.23 STANDING ORDERS – The Committee agreed to look at Handling Staff Matters more in depth at the next meeting and agreed with the amendments and check for he/his to be changed to they/their. Cllr Trinder proposed “**to approve Standing Orders with agreed amendments and to be ratified at next Full Council**”. This was seconded by Cllr Oakley and unanimously agreed.
ACTION: RFO

FM 06/ 07.08.23 Financial Regulations – Councillors compared the current regulations to the NALC version and agreed to merge the documents. The Councillors agreed to add Reserves and Reserves Policy, section 5 and 6, from the current version as this is not in the NALC version. Councillors agreed to review these two sections at the next meeting in September. Cllr Trinder proposed “**to approve Financial Regulations with amendments and to be ratified at next Full Council**”. This was seconded by Cllr Morris-Wyatt and unanimously agreed. **ACTION: RFO**

FM 07/ 07.08.23 Terms of Reference – Councillors agreed that these need to be referenced to avoid duplication/repetition against the Financial Regulations to ensure consistency. Cllr Wood proposed “**to make changes to Terms of Reference**”. This was seconded by Cllr Trinder and unanimously agreed. **ACTION: RFO**

FM 08/ 07.08.23 RFO Report – Councillors were made aware that the Cost of Living Fund needs to be reviewed. To be an agenda item at the meeting in September. **ACTION: RFO.**

Estimated building costs of the Parish Centre is insured for £273,111.52 and is well within the ABI rebuild calculator results of £171,000 and £299,000.

FM 09/ 07.08.23 WORK COMMITTEE – The Works Committee request F&M to consider funding of employing an assistant groundsman in the 2024/2025 Precept. Cllr Trinder proposed “**we agree with the principle of employing an assistant groundsman, to review the costs at the annual budgeting process and for works to provide costings based on other alternative options**” This was seconded by Cllr Oakley, there was one abstention. **ACTION: RFO/Clerk**

The Works Committee request £600 for a replacement strimmer. Cllr Oakley proposes that “**£600 be granted for strimmer**”. This was seconded by Cllr Wood and unanimously agreed. **ACTION: RFO/Clerk**

The committee were aware of the tree work needed and agreed to help the Works Committee with the funding. Cllr Trinder proposes “**to release £6,500**

from General Reserves for tree works”. This was seconded by Cllr Beioley and unanimously agreed. **ACTION: RFO/Clerk**

The Committee agreed unanimously to continue with the meeting at two hours to finish the agenda.

FM 10/ 07.08.23 To receive any Referrals from the Parish Council – none

FM 11/ 07.08.23 CORRESPONDENCE – a request had been received from Bussage School requesting £30 to sponsor a Bear at their Bear Hunt. Following a brief discussion the Councillors decided that, although this is a good cause, a grant had already been awarded in May. It was therefore, agreed not to sponsor the Bear Hunt and that in subsequent years this should be incorporated into the grant request.
ACTION: RFO

Cotswold Canal Trust membership is due for renewal and Councillors agreed to continue to support them. **ACTION: RFO**

FM 12/ 07.08.23 To authorise bank transfers/petty cash
Bank Reconciliations/Petty Cash were approved.
Accounts for Approval were approved.
Income and expenditure against budget – Cllr Morris-Wyatt provided the Committee with an explanation as to the new formatting of the financial reports. There were still a few outstanding inputs which will be completed within the next couple of weeks.
Reserves and Reserves Policy – it was agreed to review our reserves and policy at the next meeting to take account of latest advice from NALC/GAPTC.

FM 13/ 07.08.23 Any Items for information or referral – None

FM 14/ 07.08.23 To approve policies – Anti-harassment & bullying, Data Protection, Emergency/dependents Leave, Equality & Diversity, Flexible Working, Lone Working, Maternity/Paternity Leave and Pay, Performance Improvement, Sickness Absence and Whistleblowing

Cllr Trinder proposes “**to accept policies and to go to next Full Council meeting for ratification**”. This was seconded by Cllr Oakley and unanimously agreed.

Policies already in place include – Safeguarding, Smokefree, Zero Tolerance, Publication Scheme,
Councillors stated that these are not on the website and those on website and have not been included. Suggest that Deputy Clerk look into this. **Action: Deputy Clerk**

Policies being worked on – Action: Deputy Clerk

The date of the next meeting is scheduled for Thursday 12th September at 2pm. There being no further business the Chairman of the Committee closed the meeting at 6.30pm.