

**Minutes of the Finance and Management Committee Meeting held on
Tuesday 12th September 2023 at 2pm in accordance with notice given**

In the Chair: Councillor Morris-Wyatt

Present: Councillors Beioley, Oakley, Roberts and Trinder

In attendance: RFO

FM 01/12.09.23 APOLOGIES – Cllr. Wood

FM 02/12.09.23 PUBLIC PARTICIPATION – None

FM 03/12.09.23 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA - None

FM 04/12.09.23 MINUTES OF THE PREVIOUS MEETING

Cllr Beioley proposed, “**acceptance of the minutes of 7th August 2023.**” This was seconded by Cllr Oakley and unanimously agreed.

FM 05/12.09.23 To receive any Referrals from the Parish Council – none

FM 06/12.09.23 CORRESPONDENCE – None

FM 07/12.09.23 RFO Report – following the update, councillors discussed that they would like the CIL report to be an agenda item at the next meeting. **ACTION: RFO.**

FM 08/ 12.09.23 To consider continuation of Friday Lunch Club/Cost of Living – Councillors agreed that there is enough funding to see through this year. Still awaiting outcome of grant funding from Gloucestershire Community Foundation. To review in three months’ time. **Action: RFO**

Cost of Living Food Table – Councillors were happy to continue keeping the table stocked whilst there is still funding giving RFO £100 budget a month. To ask Stroud Food Bank if they would consider the PC as an outpost. Cllr Trinder proposed “**to allow £100 from budget to keep table stocked whilst there is funding**”. Cllr Beioley seconded the proposal and unanimously agreed. **Action: RFO**

FM 09/ 07.08.23 To agree to release Frith Youth Centre second quarter funding – Councillors agreed to release. Cllr Trinder proposed “**to release the second quarter funding of £4,500**” Cllr Morris-Wyatt seconded the proposal and unanimously agreed.

FM 11/ 07.08.23 To authorise bank transfers/petty cash – given out at meeting. Bank Reconciliations were authorised – there was no petty cash. List of Accounts for Approval from Scribe were authorised. Income and expenditure against budget/forecast – were authorised. Councillors agreed that the Chair sign the papers after the meeting. Cllr Morris-Wyatt reminded the committee that the proposal at the last meeting of **releasing £6,500 from General Reserves for tree works FM09/07.08.23** needs to be an agenda item at the next Full Council meeting for ratification. **Action: RFO**

FM 12/12.09.23 To review Reserves and Policy in Financial Regulations - this was an action from the last meeting ‘FM 06/ 07.08.23 - add Reserves and Reserves Policy, section 5 and 6, from the current version as this is not in the NALC version’. These were added and ratified at the Full Council meeting on 7th September 2023.

- FM 13/12.09.23** **To discuss ‘Handling Staff Matters’ on Standing Orders** – Councillors wanted time to discuss 19c and for “The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Finance and Management Committee.” to be amended as these are confidential and should only be reported that they had been held. Cllr Trinder proposes that the wording should be changed to “**Reporting officers will bring any substantive issues to the Finance & Management Committee if any and be completely confidential**”. Cllr Beioley seconded the proposal and unanimously agreed. Will need to be ratified at next Full Council. **Action: RFO/Clerk**
- FM 14/12.09.23** **To note any items for information or referral only** - none
- FM 15/12.09.23** **To approve policies** – The Disciplinary and Grievance policies were downloaded from NALC. The Press/media, Safeguarding, Smoke-Free and Zero Tolerance Policies have been brought up to date. Councillors asked for the ACAS link for Disciplinary and Grievance to be downloaded for correlation. Cllr Trinder proposes “**to accept policies and to go to next Full Council meeting for ratification**”. This was seconded by Cllr Beioley and unanimously agreed. **Action: RFO/Clerk**
- FM 16/12.09.23** **To approve Reviews/guidelines/schemes** – Complaints Procedure, Publication Scheme 2023. Again councillors wanted a few minor changes. “**to accept procedures/schemes and to go to next Full Council meeting for ratification**”. This was seconded by Cllr Beioley and unanimously agreed. **Action: RFO/Clerk.**
- FM 17/12.09.23** **Precept 2024-25 – preparation of spending budget/earmarked reserves.** RFO prepared a very simple spreadsheet showing spending budget based on estimates for current year. Works Expenditure and earmarked reserves will be discussed at the next meeting. RFO and Chair will sit and look at figures prior to next meeting. **Action: RFO/Chair**
- FM 18/12.09.23** **Further Financial Consideration of Assistant Groundsman** – a salary spreadsheet was circulated to councillors showing figures for working two or three days a week all year round and comparison to current contract labour costs. This will be further discussed at the next meeting. **Action: RFO**

The date of the next meeting is scheduled for Tuesday 31st October at 2pm. There being no further business the Chairman of the Committee closed the meeting at 4pm.