

East Donyland Parish Council

Finance & Personnel Committee Meeting – 27th January 2016

The Football Club, Rectory Road, Rowhedge starting 7pm.

MINUTES

The Chairman, Cllr Phil George, opened the meeting at 7pm.

Present: Cllrs P George, T Pullon, D Clay, G Malcolm, Clerk - N Matthews

- 51/15 To receive and accept apologies and to note absences:** Apologies received from Cllr R Helliwell.
- 52/15 To minute pecuniary & non-pecuniary interest of members in relation to items on the agenda:** None
- 53/15 To approve the minutes of the meeting held on 4th November 2015:**
TP proposed, PG 2nd, all agreed.
- 54/15 Public Adjournment: to receive information and queries from members of the public relevant to Finance & Personnel Committee business:** no members of the public present.
- 55/15 To review the budget, finance & reconciliation reports produced for the meeting and to note and approve any necessary virements – documents attached:**
- i) Current year budget report 01.01.16**
It was noted that the salary budget is likely to be underspent, although pension contributions will begin from 01.01.16. The Committee discussed whether it would be appropriate to make a virement from areas of underspend to areas where budget is fully spent e.g. grants, to allow for any further expenditure needed; the Clerk advised that as the budget is a planning tool and there is no identified expenditure planned at present that is not met by the existing budget, a virement may not be necessary. The Committee agreed that it would be more appropriate for councillors to put forward proposals for any new projects requiring expenditure to full council for agreement, at which point a virement could be agreed if required.
- ii) Bank reconciliations (current 01.01.16, deposit 01.01.16 and alto card 01.01.16):**
Noted. The Clerk explained that cashbook 3 represents the prepaid debit card which was agreed when the council transferred to Unity Banking. It is a more secure form of payment for a parish council than a standard debit card, and cashbook 3 shows the outstanding balance of the amount transferred to the card. Expenditure from this card is authorised in the same way as all other council expenditure, and details are shown on the monthly payments lists.
- 56/15 To note that the Clerk has completed FOI & Data Protection training on 05.11.15 and to consider any current and future training needs of the Clerks, RFO & Councillors:**
The Clerk noted that the FOI & Data Protection training has enabled her to develop the council's new policies on Data Protection, Document Retention, Information Security & Freedom of Information, and to be confident that the council is now compliant with all legislation in this area. The Clerk will be attending a free training session on pension end of year reporting requirements on 09.02.15, provided by ECC.
It was agreed that no further training for councillors should be scheduled prior to the election unless there is an urgent need identified.
- 57/15 To receive an update from the Clerk regarding the scoping of the archiving work required, and consider whether this can now be achieved by the Clerk team without the need for recruitment:**
The Document Retention Policy now sets out clearly what the council is required to retain within its archives, and its responsibilities regarding data protection. The Asst Clerk has recently been evaluating the current open files held by the council against these policies and archiving / disposing of files as appropriate. It has become clear that this task requires a good degree of understanding of council business and the types of documents involved. Due to the reduction in meeting hours required for the Asst Clerk, ENH now has the capacity to take on the archiving

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work required by the council, with the support of the Clerk as needed. It can be done working from home, and can fit around the workflow demands of the council. Once this evaluation process is complete, all documents to be retained should be scanned as appropriate and archived in an accessible format. This part of the process could be done by a third party.

TP noted that the council has previously agreed that archived documents should be stored on Google Drive, to enable shared access by the councillors and/or public as appropriate. NM noted that she is in the process of developing the council's IT Policy and is seeking professional advice on the use of Google Drive for data storage due to conflicting advice from different sources.

TP noted that before any documents are disposed of or archived, where data protection allows, someone with local history expertise should be invited to assess the documents to ensure that any items of historical value to the village may be preserved in some format. This process could be combined with scanning in all documents that are to be archived electronically.

DC noted the Football Club could be made available for sorting through documents if that would be useful, and he would be happy to assist with this work. DC also noted that EDCA would find further site plans relating to the Village Hall and surrounding area very useful if these could be located during the process.

PG proposed that ENH begins the process of evaluating the files held for archiving, using the Document Retention Policy. Prior to disposal of any files, a local historian should be invited to view all documents, subject to data protection legislation, in order to retain any items of historical value, and to scan all documents to be archived / retained. The council should offer to meet the costs of the work by this third party. TP 2nd, all agreed.

58/15 To consider earmarking reserves for 2016-17 for projects with an expenditure budget in current year, where the project is ongoing or may not be completed prior to 31.03.16 – interpretation panels, shipyard corner, archiving:

In the current financial year, the council has received donations and funding specifically for the maintenance and development of shipyard corner (£1,000) and for new interpretation panels on Lion Quay (£2,500). These funds will not be spent before the end of the financial year, and will therefore currently go into the council's general reserve fund. Similarly, the council set aside £1,500 in the current year budget for the archiving work required, which will not be completed by 31.03.16. By earmarking the amounts not yet spent, this will ensure that these amounts are used in future year(s) for the intended purpose.

PG proposed that as of 01.04.16 the following amounts from the reserves should be earmarked: £2,500 for interpretation panels; £1,000 for shipyard corner; £1,500 for archiving work. TP 2nd, all agreed.

59/15 To agree dates for the 6 month staff reviews, and identify who will conduct the reviews:

It was agreed that GM and the Clerk should conduct the Asst Clerk's review, as the Clerk should take on performance management of the role in the future. Date for review tbc 15-20 Feb.

PG & TP to conduct the Clerk's 6 month probation review, 25th February after the election information event.

60/15 To review the Action List pertinent to the Finance & Planning Committee – attached:

Noted – no further actions.

61/15 To note the time and date of next meeting as 23rd March 2016, 7pm: Noted.

The meeting closed at 7.42pm

Agreed as a true record.

Signed: Date: