

East Donyland Parish Council

Finance & Personnel Committee Meeting – 13th September 2018

St Lawrence School, Rectory Road, Rowhedge starting 8pm.

MINUTES

Present: Cllrs A. Appleyard, D. Clay, P. George, P. George, R. Helliwell, N. Crouchman, Clerk E. Nelson-Hayes & 1 member of the public

The Chair opened the meeting at 8.15pm.

- 29/18 To receive and accept apologies and to note absences:** D. Slade - Absent
- 30/18 To minute pecuniary & non-pecuniary interest of members in relation to items on the agenda:**
None
- 31/18 To approve the minutes of the meeting held on 12th July 2018**
Cllr Appleyard proposed Cllr George seconded. All agreed
- 32/18 Public Adjournment: to receive information and queries from members of the public relevant to Finance & Personnel Committee business:** None
- 33/18 To consider any current and future training needs of the Clerks, RFO & Councillors:** The Clerk informed the Council that she will be training for her CiLCA for the 2nd time and will be financing the training herself.
- 34/18 To receive an update from the Clerk regarding upcoming annual leave & any staffing issues that need to be addressed.** The office will be closed on 10th October due to training course & half term further on in October may see some closures. People will be forewarned of both.
- 35/18 To note recent changes with the Onedrive**
The Clerk informed the Council that the one drive has been a blessing to the office and streamlined processes and made working from home a lot easier. Need to carve out time with RH to show him the systems & processes being used in the office-*Action ENH*
- 36/18 To note any updates from Section106 department at CBC & the list submitted.** There have been no updates from the office about the release of monies or any triggers points reached on the new development. Correspondence has been received from Daniel Cameron at CBC which states releasing funds to EDCA for the Rowhedge Under 5s extension is imminent and EDCA are awaiting signatures on the paperwork. EDCA are speaking to Shiobhan from CBC about it. 60k for the extension, the quotes have come back more expensive.
The Muga would be extended another half size again, the youth shelter will have to be moved & would be in the region of about £65,000-the newly set up working party will be able to shed more light on this over the coming months.
Festive lighting we need an update on the situation as time is ticking.
- 37/18 To review the Action List pertinent to the Finance & Planning Committee.** None.
- 38/18 To note the time and date of next meeting as 8th November 2018 at 8pm.** Noted.

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Part 2-Private & Confidential part of the meeting.

39/18 To discuss the potential work hours & return to work dates for the Clerk, Nicki Matthews

RH proposed & DC 2nd the holiday hours accrued that half would be paid & half added to the balance. 16 Hours a week for the new work pattern. All agreed.

The meeting was closed at 8.40pm

Signed.....13th September 2018

A. Appleyard