

## Stockland Parish Council

### Minutes of the Finance and Staff Committee Meeting held in the Committee Room, Stockland Victory Hall on Tuesday 11<sup>th</sup> April, 2017

- 1) **Public Participation Time** (SO 1e & f); there were no members of the public present.
- 2) **Exclude members of the press and public**; resolved to take Agenda Item 11) as confidential [Public Bodies(Admission to Meetings Act) 1960]; Clerk's Incremental Pay increase (DPA '98 s1, relating to an individual)
- 3) **Present**; Cllrs Griffiths (chairperson), Drew, Maitland; in attendance K Pearson, Clerk
- 4) **Apologies** for absence and consider whether to approve the reasons given; B Durrant and T Patch
- 5) **Declarations of Interest**: No Members declared any interests
- 6) **Finance & Staff Minutes**-to note that the draft minutes of the meeting of the 10<sup>th</sup> January were confirmed and signed at the council meeting on 24<sup>th</sup> January.
- 7) **Action Review Summary**: the following items were received and reviewed as below:
  - a) **Parishes Together Fund**; resolved to; return the feedback from the previous benches project now received; Cllr Maitland to contact A Podbery to start the Flood alleviation work after the May Fair for both the immediate and longer term flooding issues
  - b) **Highways and Footpaths**; resolved that the Clerk contact the Insurance Company to set up any personal injury insurance cover for the DCC Community Roads Warden Scheme and report back on costs. The two footpaths gates from DCC ROW were still not available and Cllr Griffiths to expedite.
- 8) **Turbary issues**; resolved the Clerk to; set up an account with Blamphayne Sawmill to complete the Turbary work agreed by the council; set up an ordering system so that work can progress within the Council's Financial Regulations; register a change of address with the Land Registry for Notices to be received by the council.
- 9) **Annual Parish Meeting**; resolved that; issues to consider could be Turbaries, Broadband, Neighbourhood Plan, repair of Petrol Pump as a project, Transport, invite a speaker such as Neil Parrish MP on 'Brexit and Rural Communities'; agreed Cllr Griffiths to contact Neil Parrish, to have the APM meeting and at its close to open a pop-up Pub, Cllr Maitland to contact the appropriate people. Advertise on the web and Stockland Tree.
- 10) **Annual Return 2016/17**- resolved to; agree the period from 5<sup>th</sup> June to the 14<sup>th</sup> July for the Notice of Exercise of Electors Rights (s14/15 of the Accounts and Audit Regs 2015); agree the completion, approval and publishing of the unaudited Annual Return by 30<sup>th</sup> Jun; publish the certified Annual Return by 30<sup>th</sup> September and the Clerk to contact the proposed Internal Auditor, Peter Bishop.
- 11) **Review of Standing Orders, Financial Regulations, Code of Conduct and Risk Assessment**; resolved the Clerk to bring these items to the next council meeting.
- 12) **Incremental pay increase**; resolved to discuss this as a confidential item at the end of the meeting.
- 13) **Pilot project recording trees in East Devon, David Colman Senior Arboricultural Officer**; resolved to agree involvement in this scheme before the deadline of mid-April by advertising for a volunteer/tree warden to be trained.

14) **Items of Future Business** for the next Agenda; Petrol Pump project on next council meeting for the last time and only if funding is available.

15) **Confidential Items:** In view of the confidential nature of the business about to be transacted, it is likely that the press and public will be excluded during consideration of issues agreed under item 2 of the Agenda;

**Agenda item 11 (relating to an individual, s1 of DPA)** agreed an incremental increase for the Clerk from 1<sup>st</sup> April, 2017, as set out in the Contract of Employment and the National Agreement to SCP 24.

Signed .....

25<sup>th</sup> April, 2017

Chairman

Meeting closed at 6pm