



Minutes of a Meeting of Alderholt Parish Council Finance Committee held at The Committee Room, Alderholt Village Hall, Station Road, Alderholt commencing at 1pm Tuesday 18th February 2020

07/20

Present; Cllr Dave Tooke (Chairman)
Cllr Adrian Hibberd
Cllr Gina Logan
Clerk – Mrs Maria Humby
1 member of the public present.

08/20

WELCOME FROM THE CHAIRMAN INCLUDING RECEIVING APOLOGIES AND HOUSEKEEPING NOTICES

The Chairman Cllr Tooke, welcomed everyone to the meeting and advised of fire procedures for escape in the event of a fire. Apologies were received and accepted from Cllr Colin English and Cllr Stephen Godsall

09/20

DECLARATIONS OF INTEREST

None received.

10/20

MINUTES

Resolved; the minutes of the Finance Committee held on 28th January 2020, were confirmed as a correct record and signed by the Chairman, Cllr Tooke.

11/20 PUBLIC OPEN FORUM

No comments raised.

12/20 ARA

Clerk had circulated information to all Cllrs updating on outstanding issues to be resolved with ARA-primarily a new way of providing accounts and provision set aside for replacement machinery in order to calculate the annual grant. ARA were to report to APC with this information but it was clear that there was a problem with ARA having enough income to support the recreation ground. With the resignation of Cllr Stockley and now the clerk, this issue is still outstanding but has been raised as an urgent issue by the clerk to be addressed. Cllrs DT, AH and HM had met with ARA officers Stuart Rose and Ian Cole on 17/2/20.

Cllrs Tooke updated on the meeting providing the following info;

- Following an increase to the SLA it is now £3600pa for maintenance of the AHRG
- As previously agreed with ARA and at a Council meeting, the spreadsheet to determine annual running costs (expenditure minus reimbursements paid by APC and other groups) would continue.

Chairman's Initials;



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- The calculation for the “contribution” had been reworked by Cllr Tooke and it was agreed that this would now be used which would put the annual contribution at £1628
- Bob Manston is retiring as groundsman
- There are not enough funds available for the ARA to be funds aside for replacement machinery as was previously agreed when the machinery was gifted to the ARA.
- This year’s payment still has to be finalised as well as consideration of the payment for 2020 based on 2019 end of year accounts.

Cllr Tooke agreed to provide a full report for the March APC meeting to discuss all the options.

13/20

STAFFING MATTERS.

The minutes from the last meeting of actions following the clerks resignation on 9th January were discussed. Unfortunately, Cllrs had been unable to provide proposals for this meeting and therefore only limited actions were agreed.

Below refers to minute 06/20 with updates on actions;

1. Ideal Actions before M Humby leaves

- a) Clerk is currently working as an extension to her notice. Final extended date previously agreed as 18th February 2020. The clerk advised of her frustration that despite her agreement to extend her notice period until today, Cllrs had still not prioritised her workload nor had the recruitment process been dealt with. **It was therefore agreed again that the clerk to liaise with Cllr Tooke on overtime and whether she would work some of her holiday as paid leave due to outstanding actions to be completed. The clerk was again thanked for her flexibility.****
- b) Consider and agree outstanding holiday to be taken for K Brooker before 31/3/20. Cllr Tooke advised Cllrs that there was no reason why this holiday could not be taken as paid leave. He will discuss with the assistant clerk.**
- c) Interim clerk- Kate Mason had been contacted and had met with the Chairman and some Cllrs. **No proposals had been put forward regarding this so Cllr Tooke will have a further meeting with her and report back to next Finance Committee meeting. It was noted there will be a problem with who will clerk this meeting.****
- d) Cllrs discussed the management of current and future staff welfare. Cllr Tooke to continue in the role of staff liaison officer until a staffing policy has been put in place.**
- e) Agreed the outstanding backpay previously agreed to be calculated as a lump sum up to £300 and paid for Humby and Brooker before M Humby leaves. **To be signed off by Cllr Tooke and reported to next meeting-still outstanding****
- f) Provision for signing over of bank mandates etc in name of M Humby which needs to be done at a full council meeting. (refer to point e) **M Humby to collate banking details. Cllr Tooke to look into whether bank mandates can be in****

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the name of Cllrs only in the short term -Cllr Tooke advised that this is unlikely but has received no definitive answer. No decision was made regarding this

- g) Ideally, M Humby to update existing files/paperwork and organise pending folder of all actions outstanding with an explanation for action. Not completed due to workload of council meetings and covering for assistant clerk's duties**
- h) Internal ½ year Audit not yet carried out- still to be decided pending new/interim clerk**
- i) Cllrs to decide priorities of actions whilst handover taking place still to be decided pending new/interim clerk**
- j) Cllrs to set up support system for staff for the future still to be decided pending new/interim clerk (refer to f)**

2) Recruitment of new clerk

A list of actions and considerations required had been circulated to Cllrs by the clerk. Cllrs had received copies of salary pay ranges, model contracts, job descriptions, person specifications and recruitment process.

- a) Authority delegated at full council meeting on 20th January 2020 to Finance Committee
- b) Allocate timetable and recruitment panel and schedule of who does what. Is advice/help from external group to be used eg. SLCC/Dorset Council, other? **Agreed at the January Finance meeting that this to be done internally. Cllrs Tooke, Godsall and Hibberd were nominated to look into the recruitment process-items still outstanding;**
- c) Consider and agree hours and job description of new clerk, rate of pay and pension arrangements. Consider workload problems and possible change of job description with clerk and assistant clerk for efficiencies. Obtain and refer to relevant current documents and legislation. **Outstanding**
- d) Consider Recruitment of Neighbourhood Plan officer or will new clerk take on this role? **Outstanding**
- e) Consider and agree if RFO to be combined with clerk role. Is new accounts package required? **Agreed at January meeting that accounts package to be looked into-outstanding**
- f) Consider and agree person specification (refer to template documents)- **Outstanding**
- g) Consider and agree reference procedure (check requirement for insurance) **Outstanding**
- h) Consider and agree training/handover schedule (tbc when experience of new clerk known) **Outstanding**
- i) Advertise-website/noticeboard/newspapers/Dorsetforyou/DAPTC **A draft had been produced but not updated. Cllrs agreed on an updated draft at this meeting but decided to leave off salary scales within the advert (final wording to be determined by D Tooke and circulated to Finance members before being posted). Cllr Logan to initially post on noticeboard**
- j) There will be no one to send out applications to candidates and deal with further advertising until an interim clerk is employed. The assistant clerk is**



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currently on holiday and then on reduced hours- Cllrs will need to agree her workload priorities.

- k) The following points l-w are all outstanding until points b-j have been confirmed**
- l) Consider and agree score sheet specification
 - m) Nominate person(s) to receive queries/ applications and score against specification
 - n) Arrange interview letters/timetable and advise applicants (including those non successful for interview-unless agreed not to do latter
 - o) Interview panel-interview, score and decide
 - p) Nominate person to advise all applicants
 - q) Apply for references
 - r) Ratify at a Council/Committee meeting
 - s) Send letter of confirmation, contract of employment and any other relevant information
 - t) Set out handover/training sched until ule based on qualifications\experience
 - u) Advise all relevant parties of new clerk and publications
 - v) Amend banking details and any other authorities held in M Humby's name- consider timescale
 - w) Amend passwords following a change of staff
- 3) Council Projects ongoing/outstanding
- a) Refer to annual action plan for ongoing and outstanding Council projects plus any others **-Cllrs to prioritise-outstanding**
- 4) Clerk/RFO items outstanding
- a) **Clerk to compile list-consider who will be taking on these items-outstanding but will work extra hours to complete**
- 5) Assistant Clerk items outstanding
- a) **Assistant clerk to compile list-to be completed on her return to work**

Meeting closed 3.10pm

Minutes Approved;

Chairman's Signature;

Date:

Chairman's Initials;