



Minutes of a Meeting of Alderholt Parish Council Finance Committee held at The Committee Room, Alderholt Village Hall, Station Road, Alderholt commencing at 4pm Tuesday January 28th 2020

01/20

Present; Cllr Dave Tooke (Chairman)
Cllr Adrian Hibberd
Cllr Gina Logan
Cllr Colin English
Cllr Stephen Godsall
Clerk – Mrs Maria Humby
There were no members of the public present.

02/20

WELCOME FROM THE CHAIRMAN INCLUDING RECEIVING APOLOGIES AND HOUSEKEEPING NOTICES

The new committee Chairman Cllr Tooke (appointed by full council following the resignation of Cllr Martin Smethers in January), welcomed everyone to the meeting and advised of fire procedures for escape in the event of a fire. There were no apologies.

03/20

DECLARATIONS OF INTEREST

None received.

04/20

MINUTES

Resolved; the minutes of the Finance Committee held on 19th November 2019, were confirmed as a correct record and signed by the Chairman, Cllr Tooke.

05/20

EXCLUSION OF THE PRESS AND PUBLIC

Public Bodies (Admission to Meetings) Act 1960 (as amended by the local Government Act 1972 s.100)

Cllrs unanimously resolved that the press and public be excluded from the meeting for the following items of business pursuant to the above act on the grounds of the confidential nature of the business to be transacted.

There were no members of the public present.

06/20

STAFFING MATTERS.

A confidential discussion was held to consider and agree employment issues in relation to the resignation of the clerk, current and future working conditions for APC employees and recruitment process of new staff.

Chairman's Initials;



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The clerk had circulated a report detailing actions required following her resignation. **This was worked through by members, with the following points being unanimously agreed;**

1. Ideal Actions before M Humby leaves

- a) Clerk and RFO-Consider and agree an action plan for the handover and finishing time including outstanding annual leave. Following notice period, clerk's final working day is 9th February minus outstanding annual leave.
 - i) At the request of Cllrs, the clerk agreed to extend her notice period to help with the handover to the 29th February 2020. There is holiday outstanding so the **last working day is Tuesday 18th February 2020. However, depending on workload nearer the time, the outstanding holiday may be worked as paid leave (to be mutually agreed between the clerk and Chairman of Finance)**
 - ii) It was also agreed that any additional hours worked will be paid as overtime rather than TOIL **(to be mutually agreed between the clerk and Chairman of Finance)**
The clerk was thanked for her flexibility.
- b) The assistant clerk has confirmed she does NOT want to change her role of assistant clerk; she does NOT want to take on the clerk's job nor does she want to expand her role or take on the role of temporary clerk and RFO until a new clerk is appointed. **Agreed and noted**
- c) Consider and agree outstanding holiday to be taken for K Brooker before 31/3/20. **Cllr Tooke to discuss with the assistant clerk and look into whether some of this can be taken as paid leave (it was felt that this was NOT an option but needed further investigation).**
- d) It was discussed how the council could operate without a clerk-proper officer. In the timescale remaining it is extremely unlikely that recruitment will take place and a temporary clerk may be required. **Cllr Tooke will make further investigations**
- e) It was discussed how the council make payments without a RFO-Responsible Finance Officer. In the timescale remaining it is extremely unlikely that recruitment will take place. All banking is under the clerk's name. The clerk had agreed to extend her notice to help deal with this in the hope that a new clerk or interim clerk would be recruited. **The clerk to make contact with ex Parish Cllr Kate Mason who also covers as a temporary clerk to other councils.**
- f) Cllrs discussed the management of current and future staff welfare. **Cllr Tooke to take on the role of staff liaison officer until a staffing policy has been put in place.**
- g) Recruitment of new clerk (see below)
- h) 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.**
- i) 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 the name of Cllrs only in the short term.**



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- j) Ideally, M Humby to update existing files/paperwork and organise pending folder of all actions outstanding with an explanation for action. **To be completed depending on workload**
- k) Internal ½ year Audit not yet carried out- **still to be decided pending new/interim clerk**
- l) Cllrs to decide priorities of actions whilst handover taking place **still to be decided pending new/interim clerk**
- m) 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. The clerk had 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 that this to be done internally. Cllrs Tooke, Godsall and Hibberd were nominated to look into the recruitment process.**
- 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.
- d) Consider Recruitment of Neighbourhood Plan officer or will new clerk take on this role?
- e) Consider and agree if RFO to be combined with clerk role. Is new accounts package required? **Agreed accounts package to be looked into.**
- f) Consider and agree person specification (refer to template documents)
- g) Consider and agree reference procedure (check requirement for insurance)
- h) Consider and agree training/handover schedule (tbc when experience of new clerk known)
- i) Advertise-website/noticeboard/newspapers/Dorsetforyou/DAPTC
- j) Consider and agree score sheet specification
- k) Nominate person(s) to receive queries/ applications and score against specification
- l) Arrange interview letters/timetable and advise applicants (including those non successful for interview-unless agreed not to do latter
- m) Interview panel-interview, score and decide
- n) Nominate person to advise all applicants
- o) Apply for references
- p) Ratify at a Council/Committee meeting
- q) Send letter of confirmation, contract of employment and any other relevant information
- r) Set out handover/training schedule based on qualifications\experience
- s) Advise all relevant parties of new clerk and publications



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- t) Amend banking details and any other authorities held in M Humby's name-
consider timescale
- u) 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**
- 4) Clerk/RFO items outstanding
 - a) **Clerk to compile list**-consider who will be taking on these items
- 5) Assistant Clerk items outstanding
 - a) **Assistant clerk to compile list**

Meeting closed 6.00pm

Minutes Approved;

Chairman's Signature;

Date:

Chairman's Initials;