

FINANCE AND GENERAL PURPOSE COMMITTEE

Minutes of the meeting of the Finance and General Purpose Committee held on Monday 15 February 2010. Meeting commenced at 6.00 pm.

Present Chairman: Cllr J Capel
Cllrs P Adams, Ms Hazell, M Hewitt, Mrs P Plant and M Taylor

Officer: Mrs Janet Holmes

1390. To elect a Chairman for the period up to 10 May 2010

Proposed by Cllr M Taylor, seconded by Cllr M Hewitt

AGREED that Cllr J Capel be elected chairman of the Finance and General Purpose Committee for the remainder of the council cycle

1391. To accept apologies for absence

Apologies were received from Cllr P Davies

1392. Declarations of interest

Cllr Capel declared an interest in item 1400 c by virtue of being a consultant to Knight and Company, the Council's payroll contractor.

1393. Public Forum

There were no members of the public present.

1394. Minutes of meeting held on 14 December 2009

The minutes were duly approved and signed as a true record by Councillor Capel.

1395. Matters Arising from the minutes not covered by the agenda

None

1396. Finance

a. To note the payments made between 22/12/09 and 29/1/2010 see attached
The payments were duly noted with particular attention being given to the payments made to the contractors for the rebuilding project.

AGREED that a statement showing the amounts paid for professional fees be circulated each month to the members of the Finance and General Purpose Committee

6.20 pm Cllr Mrs Plant joined the meeting

b. To note the balances in the Council's accounts as at 29/1/2010

Newbury Building Society	227,739.10
Co-operative Building Society	591,960.08
Nat West Bank	5728.88
Petty Cash	100.00
	825,528.06

FINANCE AND GENERAL PURPOSE COMMITTEE

c. To consider the request from Coombe Hill Monument Appeal as circulated

Deferred to the next meeting whilst investigation is made to ascertain if there are any members of Private E Stannett's family living in Burnham.

1397. To consider, and amend where necessary, the following documents to be recommended to the Full Council for adoption

a. Bullying and Harassment at Work Policy

b. Policy on Access to Council services and Dealing with Difficult and Vexatious Enquiries

7.10 pm Cllr Hewitt left the meeting

c. Lone Worker Policy

d. Anti - Discrimination Policies
Equal Opportunities Statement
Policy 1 Employment Equality
Policy 2 Racial Equality
Policy 3 Age Discrimination Policy

AGREED that all the policies, as amended, would be recommended to the Full Council for adoption

Part 1 of the meeting ended at 7.40 pm

Due to the confidential nature of the business to be transacted that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 as applied by Section 100 of the Local Government Act 1972, members of the public and press will be asked to leave the meeting

FINANCE AND GENERAL PURPOSE COMMITTEE

Part 2 of meeting held on 15 February 2010

Present Chairman: Cllr J Capel
Cllrs P Adams, Ms Hazell, Mrs P Plant and M Taylor

Officer: Mrs Janet Holmes

1398. Finance

To consider recommending to the Full Council that the repayment term for the next tranche of the loan from the PWLB be extended from 20 years.

Cllr Capel outlined the reasons why the Parish Council could / should consider a change to the repayment term. It was noted that since the decision to apply for the loan with the Public Works Loans Board the country had suffered a recession and income from investments had not accrued as anticipated. After discussion it was

Proposed by Cllr Mrs Plant, seconded by Cllr Adams
AGREED that the Finance and General Purpose committee recommend to the Full Council that the repayments for future tranches of the loan be spread over a 30 year period.

1399. To receive a request for Burnham Bowls Club that the Parish Council waive their lease charge for a second year

The item was deferred to the next meeting to enable the Clerk to obtain a copy of their last audited accounts.

1400. Staffing

a./b To receive a verbal report on the recent evaluation of the Council's staffing and the appointment of an additional part time member of staff to deal with finance.

AGREED that the report be considered by a Staffing Sub Committee comprising the Council chairman, committee chairmen and Cllr Ms Richardson [who has HR experience]

c. To consider a change to the council's payroll contract.

AGREED that to cope with the number of casual and part time staff employed in the new building the payroll would be conducted in house. Possibly commencement date May 2010.

There being no further business the meeting closed at 8.36 pm