

# Selattyn and Gobowen Parish Council

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## Minutes of the Finance and Executive Committee Meeting held on 25.6.15 at The Pavilion, Gobowen commencing at 18.00

In the Chair – Councillor Ellis

**Present:** - Councillors: D Lloyd, MBE. P. Cherrington, H. Ellis, S. Crow, S. West Wynn, E. Morgan

### **1/FE/15 Election of Chairman**

**RESOLVED to elect Cllr Ellis as chairman, Cllr Ellis thanked Cllr Crow and Cllr Cherrington for their work chairing the old Executive Committee and Finance committee**

### **2/FE/15 Apologies for Absence**

**RESOLVED to accept the following apologies for absence**

**Ian Bennett**

### **3/FE/15 Disclosable Pecuniary Interests**

- a) Declaration of any disclosable pecuniary interest in a matter to be discussed at the meeting and which is not included in the register of interests. – none declared
- b) To consider any applications for dispensation

### **4/FE/15 To confirm the minutes of the meeting held on 27.4.15 and 8.4.15**

**RESOLVED to approve minutes of the meetings of the Executive Committee held on 27.4.15 and finance committee held on 8.4.15**

### **5/FE/15 Progress report – for consideration**

**RESOLVED to note the report and the following actions were agreed after consideration of the progress report**

The Clerk was asked to review the lone worker procedures and to ensure that she emails and texts two councillors before leaving for site visits with details of location she plans to visit along with estimated time period and to email and text again and when she leaves the site .

It was noted that a procedure also needs to be in place for the Assistant to Parish Clerk when he is working alone at the pavilion.

### **6/FE/15 2015-16 Accounts – to consider draft 1st quarter budget report and 1<sup>st</sup> quarter reconciliation (to be presented at meeting)**

**RESOLVED to note the accounts and 1<sup>st</sup> quarter budget report**

- 7/FE/15 Insurance**– To undertake annual review of Parish Council’s insurance. The Parish Council’s existing insurance cover was reviewed and it was considered that no major changes were required except to request that the age limit for assault and personal accident insurance cover was increased to 90. Also to point out the inconsistency re age in the present policy.  
Clerk was also asked to clarify the cover for community meals volunteers delivering meals as they were now having to enter recipients houses.
- 8/FE/15 Peninsula** – to consider outstanding items from Health and Safety action plan and Employment action plan –It was reported that this is ongoing and the action plan would be reviewed at a July meeting with a Peninsula consultant
- 9/FE/15 VAT** – to consider response from NALC ref VAT query – It was reported that the response was still unclear and the Clerk had tried to ring the helpline twice but had been on hold to over 20 minutes before giving up **RESOLVED that Cllr West Wynn and Clerk would attend VAT training in September to enable them to clarify the situation and discuss options with the trainer.**
- 10/FE/15 Clerks Leave** – to approve annual leave and discuss holiday cover during the Clerks leave period. The Clerk reported that she would be on leave from 21<sup>st</sup> – 24<sup>th</sup> July and again from 10<sup>h</sup> – 14<sup>th</sup> August.  
**RESOLVED to approve leave and Assistant to the Parish Clerk would be the main contact for cover whilst Clerk on leave**
- 11/FE/15 Date and time of the next meeting** – to note **RESOLVED to note that the next meeting would be on Thursday 1<sup>st</sup> October at 6pm**

**Meeting ended at 18.45**