

# Selattyn and Gobowen Parish Council

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## Finance & Executive Committee Meeting

Gobowen Pavilion St Martins Road

Wednesday 23 November 2022 at 6:00pm

*B. Laraway*

Bridget Laraway, Parish Clerk

18.11.22

### AGENDA

**FE / 336** *To receive and approve apologies and reasons for absence*

**FE / 337** *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.
- b. To consider any applications for dispensation

**FE / 338** *Public Participation session*

A period of 15 minutes will be set aside for the public to speak on items on the agenda.

**FE / 339** *To confirm the minutes of the 5<sup>th</sup> October 2022 meeting*

**FE / 340** *To consider the Clerk's progress report*

**FE / 341** *Staff Management sub-committee*

- a. To note that the Parish Clerk's annual appraisal took place on 7<sup>th</sup> November 2022.
- b. To consider recommendations from the sub-committee in the following areas:
  - i. Volunteer involvement in formatting / typing the quarterly Parish Roundabout newsletter.
  - ii. Workload management and scheduling of projects
  - iii. Standing orders and Financial Regulations training / familiarisation
  - iv. New motion request process
  - v. Staff training

**FE / 342** *Expenses policy (no changes proposed)*

**To review** policy and agree any changes

**FE / 343** *Banking (delegated from 9<sup>th</sup> November Full Council)*

**To discuss** the Council's banking arrangements and make a recommendation to Full Council following recent issues with one of the Council's banks..

**FE / 344** *Councillor Skills Audit*

**To consider** setting up a Councillor Skills Audit, review example templates and agree next steps.

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**FE / 345**     **Staffing levels – Motion from Cllr Dyke**

**FE / 346**     **Correspondence from Trustees of Selattyn Burial Ground – to consider**

**FE / 347**     **2023/24 Budget – for consideration and recommendation to Full Council.**

- a. Current earmarked reserves
- b. Draft budget (excluding Amenities and Services)

**FE / 348**     **Document disposal - to agree the secure disposal of the following paper-only documents.**

- a. Community Meals volunteer records
- b. 2013-14 Invoices
- c. 2009-10 Invoices and receipts

**FE / 349**     **Future Agenda Items**

**FE / 350**     **Future meetings**

**To note** the date of the next meeting: Wednesday 22<sup>nd</sup> March 2023 6pm.

**FE / 351**     **Closed Session – to resolve that:**

In accordance with s1(2) Public Bodies (Admission of Meetings) Act 1960, members of the public and press be excluded from the remainder of the meeting on the grounds that the following items to be considered involves the likely disclosure of confidential information.

**FE / 352**     **Staff pay scale – to consider recommendation from Staff Management sub-committee.**