



WOOTTON & EAST HUNSBURY

# **WOOTTON & EAST HUNSBURY PARISH COUNCIL**

**CLERK: Mrs J Saunders, Wootton Sports & Community Centre, Curtlee Hill, Wootton,  
Northampton, NN4 6ED - Tel: 01604 705055 Fax: 01604 705777**

## ***The Finance and Personnel Committee***

***28<sup>th</sup> May 2009***

### ***MINUTES***

Present: Cllrs Rayner, Nunn, Savage, Gonzalez De Savage,

- 1. To elect a chairman of the committee** – Cllr Savage was nominated and voted unanimously as Chair and Cllr Rayner as vice chair.
- 2. Opening Procedures:**
  - 2.1. Apologies – Cllr. Bartley & Prescott (work commitments)
  - 2.2. Confirmation of Minutes held 25<sup>th</sup> March 2009 – It was resolved to sign the minutes as a true record.
  - 2.3. Declarations of interest – Cllr Gonzalez De Savage relating to Whistle Blowing policy from NCC.
- 3. Audit report – Di Issacs internal audit 27<sup>th</sup> January & 7<sup>th</sup> May 2009.** Both reports were reviewed – actions required have been previously action with the exception of internal control which will be on the agenda of the next finance meeting.
- 4. Finance reports for April 2009** – reports were not available for meeting and will be issued via email
- 5. Approve recruitment of an additional Environmental Maintenance office and a replacement vehicle.** – a discussion was held around the need for further support it was agreed to recruit another EMO on a temporary contract until October 2009 when a review will be carried out. It was resolved to hold on purchasing a new van at present until budgets were clear. A trailer could be seen to be an option for watering if necessary.

**6. Approve changes to contracts for bar staff and youth team**

Revised contracts had been reviewed by councillor and it was resolved to approve the changes

**7. Adopt new Grievance Procedures**

New procedures, presented by Personnel Solutions, were reviewed again and it was resolved to adopt them.

**8. Adopt Whistle blowing policy**

It was resolved to adopt the NCC policy for staff members.

**9. Exclusion of press and public**

9.1. That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded

**10. Personnel issues**

**11. Credit control report**

Report reviewed to be updated before next meeting

**Signed J Saunders Parish Clerk**

**Date of next meeting 22<sup>nd</sup> July 2009**