



WOOTTON and EAST HUNSBURY PARISH COUNCIL
Wootton Community & Sports Centre, Curtlee Hill, Wootton, Northampton, NN4 6ED
Tel: 01604 705055 Fax: 01604 705777

MINUTES OF A MEETING FOR THE FINANCE & PERSONNEL COMMITTEE
will be held at
Wootton Community & Sports Centre, Curtlee Hill, Wootton, NN4 6ED

On Wednesday 2 November at 7pm

1. Opening Procedures

a. To receive and approve apologies for absence

Apologies were received from Cllr Costello (work commitment) and Cllr Andre Gonzalez De Savage (work commitment)

It was resolved to approve the apologies

b. Confirmation of [Minutes](#) from September 28 2011

It was resolved to approve the minutes from the meeting held on 28 September 2011 and these were duly signed.

c. Declarations of interest

Cllr Eldred declared a personal interest in item 3

2. Review of data year to date.

Members reviewed the year to date data and the following observations were made:

- Jenny Evans was to be congratulated for the work she had done in restructuring her staff team to enable the youth project to maintain service levels within budget.
- It was agreed that consideration of a food stocktake being carried out in the same way that the drinks Stocktake is carried out should be referred to the centres committee.
- It was agreed that consideration of further staff training on the EPOS system be referred to the centres committee.
- It was agreed that a suggestion be made to the centres committee that the kitchen be leased out to a catering company.
- It was noted that the Simpson Manor fund was not actually sufficient to provide a community building without seeking additional funding.

- Following a customer querying an invoice a discussion was held about whether or not charities should be charged VAT on hall rental. Cllr Eldred felt that VAT should not be charged to charities. The clerk is to investigate further and seek clarity from HMRC. It was noted that it may be necessary to issue hirers with a refund if they have been charged VAT incorrectly.
- The cost of and location of dog bins is to be reviewed by the clerk.
- Consideration of the Northamptonshire County Association of Local Councils (NCALC) subscription is to be made within the budgeting process. It was noted that the cap on subs for councils with more than 20,000 electors means some larger councils pay less than Wootton and East Hunsbury
- It was agreed that a quarterly update from the finance committee should be made to full council in future.
- It was agreed that reports only access to SAGE should be made available to the Customer Service and Operations Manager.
- It was agreed that consideration of improved IT systems (network) in the office should be made as part of the 2012/13 budget process.
- It was noted that the youth project do not currently fall within the committee system and it was agreed to recommend that the youth project fall within finance and personnel in future.
- Cllr Rayner noted the performing rights license for the Memorial Hall had been subject to a substantial increase and that the community centre may need to be aware of this.

Exclusion of press and public

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 and they are instructed to withdraw.

3. To receive a report on personnel matters.

It was noted that the Chef had resigned and there were no immediate plans to replace him with a full time member of staff.

4. To receive a report on debtors.

It was noted that a batch of cheques had been lost in the post office staff were working to recover the lost payments from customers.

There were no other outstanding debts.