



# ***WOOTTON and EAST HUNSBURY PARISH COUNCIL***

***Wootton Community & Sports Centre, Curtlee Hill, Wootton, Northampton, NN4 6ED  
Tel: 01604 705055 Fax: 01604 705777***

## **MINUTES OF MEETING FOR THE FINANCE & HR COMMITTEE**

***held at***

***Wootton Community & Sports Centre, Curtlee Hill, Wootton, NN4 6ED***

***on TUESDAY 3<sup>rd</sup> AUGUST 2010 at 19:00pm***

Present: Cllrs Savage, Rayner, Nunn, Patel, Pauline Whittall

### **1. Opening Procedures**

- a. To receive and approve apologies for absence – none received
- b. Confirmation of [Minutes](#) from June 2010 – it was resolved to approve the minutes as correct.
- c. Declarations of interest - none

**2.** Review Quarter 1 figures - a new summary format was produced as a template and issued to Councillors for feedback. A request to include Grant information was included.

**3.** Review Forecast to year end – figures reviewed and it was resolved to carry out any adjustments at the September meeting.

**4.** Determine any budget changes – it was resolved to carry out any adjustments at the September meeting

**5.** Reviewed proposed roles changes during Mya's maternity leave in the office and subsequent structure changes. The proposed changes were approved. It was resolved to produce a breakdown of staff cover in the Parish office. It was resolved to review the responsibilities of the EMOs. The outcome will be reviewed at the next Finance & HR meeting in September.

Training – Finance training and Health & Safety training to provide for the Clerk.

**6.** AOB. none

Date of Next meeting – Wednesday 22<sup>nd</sup> September 2010