



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
Held at
Wootton Community & Sports Centre, Curtlee Hill, Wootton, NN4 6ED

On Monday July 11 2011 at 7pm

1. Opening Procedures

- a. To receive and approve apologies for absence

Apologies were received from:

Cllr Nunn – Borough Council Business

It was resolved to accept the apology

Cllr Eldred-Borough Council Business

It was resolved to accept the apology.

It was noted that Cllr Costello had advised the clerk via email that he was unable to attend, but that no formal apology had been received.

- b. Confirmation of [Minutes](#) from June 1 2011

It was unanimously resolved to sign the minutes from June 1 2011 as a true record

- c. Declarations of interest

None

2. Review freedom of information publication scheme

The council reviewed the freedom of information publication scheme.

It was resolved that the existing Freedom of Information Publication Scheme be amended to include:

- Financial regulations and Standing Orders to be published on website.
- Agendas and minutes – to be maintained on website indefinitely
- Register of members interests-to be published on the website
- Register of gifts and hospitality- to be published on the website
- Schedule of charges-to be published on the website

3. Initiate and review a policy register

It was agreed that the council should hold a register of policies and relevant documents that all members should be issued with all relevant policies, members to be issued with policies in hard copy and electronically.

The register is to include:

- Code of conduct
- Media Policy
- Example staff contract
- Structure Plan
- Contact sheet
- Parish Map
- Freedom of information publication scheme and policy
- Data protection policy
- Cllr "job" description
- Meeting date schedule
- Register of Delegated powers
- Standing Orders
- Financial regulations
- Parish Emergency contact details (for community centres etc)
- Contact details for PCSO's
- Details of youth council
- Map of council area
- History of area
- Staff Grievance and discipline procedures
- Parish Council Complaints procedure
- Contact details for NBC/NCC/Street Doctor
- It was noted that details of responsibilities of Parish/Borough and County Council should be included in these packs and on the website.

4. Review Sage management reports and decide format for future reporting.

- **It was unanimously resolved agreed that reports of actual spend year to date against budget would be circulated regularly in pdf format.**
- **It was unanimously resolved that the report detailing actual spend on a month by month basis would be circulated in pdf format.**
- **It was unanimously resolved that bank balances should be included in the report.**

5. Review internal audit

It was agreed unanimously that this report be noted and it was noted that the budget for the year showed a commitment to increasing reserves.

6. Review of month to date

**The clerk gave an explanation of any variances to budget.
It was agreed unanimously that this be noted.**

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.

7. To receive a report on personnel matters.

The clerk gave a verbal report of personnel matters.

It was resolved to note the report and that the advice of Chris Moses will be sought if required.

8. To receive a report on debtors.

The committee received a report on debtors. It was resolved to note the report and thank the office staff for their hard work in ensuring that the outstanding invoices were being kept to a minimum