

FINANCE COMMITTEE MINUTES

MINUTES of the Wrockwardine Wood & Trench Parish Council Finance Committee Meeting held on Tuesday 3rd March 2020 at the Parish Council Centre, Church Road, Wrockwardine Wood at 6pm.

PRESENT: Cllr's. Mrs A. Watkins (Chair), F. Doran, L. Madeley, C. Smith and H. Smith

19/1175 Welcome by the Chairman

Councillor Watkins welcomed everyone to the meeting.

19/1176 Apologies

All Committee members present

19/1177 Disclosable Pecuniary Interests

None were disclosed.

19/1178 Minutes of the previous meeting on the 28th January 2020

The Minutes of the Finance Committee Meeting held on Tuesday 28th January 2020 were confirmed as a correct record and signed by the Chair.

19/1179 Tree survey in Holy Trinity Churchyard

The Clerk reported that following the recent storms, a large conifer tree was uprooted in the churchyard and had to be removed. ID Verde recommended that a tree survey is carried out on all trees in the churchyard to protect the Parish Council from risk of an insurance claim should property or persons be injured.

RESOLVED: That the Committee recommended that ID Verde carry out a survey on all trees in Holy Trinity Churchyard and produce a report for the Parish Council at a cost of £650 + vat.

19/1180 Holy Trinity Church Summer Play Scheme

The Committee discussed providing a grant to Holy Trinity Church to extend their summer play scheme. This would allow the Parish Council to work in partnership with Holy Trinity Church to extend their summer play scheme from one day per week to two days per week over the six weeks holiday period. The scheme would hold play activities and would also provide a hot meal each day for children and their families who are on a low income who would receive free school meals.

RESOLVED: That the Committee agreed to provide a grant of £250 to Holy Trinity Church, Wrockwardine Wood, to enable them to increase their summer play scheme from one day to two days per week during the six weeks summer holidays. The grant is to be used to provide activities and additional food.

19/1181 Health & Safety issue

Following a review of Health & Safety at the Parish Centre last September it was identified that the Hygiene units in the lady's toilet were being emptied by the

cleaners, which was unacceptable. The Clerk has obtained quotes from professional suppliers to carry out the service.

RESOLVED: That the Committee recommended that Cathedral Leasing are appointed to supply female hygiene bins in the lady's toilets and a nappy disposal unit in the disabled toilet where the baby change unit is located.

19/1182 Allotment Keys

The Chair of the Finance Committee had obtained a quote on behalf of Stanmore Drive Allotment Association to replace the padlocks to the allotment gates and issue keys to plot holders as the current padlocks are now ten years old and difficult to open. The quote for 2 locks and 40 keys is £135.03.

RESOLVED: That the Committee recommended that the Parish Council replace both padlocks at Stanmore Drive Allotments and that all plot holders receive a new key.

19/1183 Private Session -Exclusion of Press and Public

Public Bodies (Admissions to Meetings) Act 1960 – to Resolve that in view of the confidential nature of the business about to be transacted which will involve the likely disclosure of information as defined in the Public Bodies (Admission to Meeting) Act 1960, the public and press will be temporarily excluded from the meeting and asked to withdraw.

19/1184 Caretaking review

To Committee reviewed the cost of cleaning and key holding at the Parish Centre as currently income from room hire does not cover the costs of cleaning and key holding. A breakdown of income and expenditure for room hire for the last two years was given to each Councillor for information.

The Clerk was asked to find details of a HR company who would give contractual advice if a staffing review is undertaken.

19/1185 Clerks salary

The Committee were asked to review the Clerks salary following the Completion of her CiLCA qualification in October 2019.

As per Arnold-Baker - Local Administration, Section 9.28 Examination Success Which recommends that the Clerk's salary is increased by one grade following the completion of their CiLCA qualification.

RESOLVED: That the Committee recommended that the Clerk's salary is increased by one grade from the 1st April 2020.

19/1186 Date & Venue of the next Finance Committee meeting

To be confirmed.

Meeting finished at 6.45pm.

Signed..... Date

Chair.