



Studley Parish Council Minutes of Finance & Staffing Committee Meeting held 28th February 2023, 7pm Council chamber, Studley Village Hall

Committee members present Cllr A Smith, Chairman
Cllr Jill Beard, Cllr Penny Hunt
Cllr Peter Hencher-Serafin, Cllr David Collett.
Cllr Colin Summers – ex officio

In attendance Liza Rose, Clerk/RFO.
Katharine Walters, Clerk.

F&S 22/094 Agenda item 1: Welcome from the Chairman.

The meeting started at 7pm with the Chairman welcoming everyone to the meeting.

F&S 22/095 Agenda item 2: Apologies.

Cllr Phil Hunt and Cllr Mike Osborne

F&S 22/096 Agenda item 3: Declarations of Interest.

None

F&S 22/097 Agenda item 4: Grant of dispensation if requested following DPI/ ORI/ NRI declaration.

None requested.

F&S 22/098 Agenda item 5: Public Forum

None

F&S 22/099 Agenda Item 6: Approval of draft minutes from previous meeting

RESOLVED to approve the minutes of the committee meeting held 24/01/2023 as a true record of proceedings, circulated separately.

F&S 22/100 Agenda Item 7: For discussion and agreement – Finance;

a) To consider, with reference to grant funds policy discussed in full council meeting on 21st February 2023, requests received from;

i) Studley First Responders – To be re considered after the receipt of financial statements. Pages 3-6

It was **agreed** to defer to full council in line with the newly adopted Grants Policy and to recommend that the amount of £3,300.00 be granted. Council would also like to request a photo opportunity with the First Responders upon receipt of the grant.

ii) Studley Sports and Social Club for £150.00 to continue with a warm hub. Pages 7-8

It was **agreed** to defer the grant request to full council, in line with the newly adopted Grants Policy.

b) Potential Office relocation to Council Chamber in accordance with HSE regulations. The Council Office is becoming overcrowded and no longer provides a quiet place of work, in turn impacting on delayed workloads.

Discussions were held regarding the amount of visitors to the council office and office staff work time being taken up. It was **agreed** that no further visits to the office should occur without prior appointment with the relevant member of staff. That member of staff will arrange for an appropriate meeting place. This should ensure the appropriate office space of a minimum of eleven cubic metres is achieved. It was also **agreed** that office staff could use home working and staggered hours.

Cllr Peter Hencher-Serafin left the room at 7:15pm and returned to the room at 7:17pm

- c) To finalise arrangements regarding tender process, including bringing forward the date of the next Finance Committee Meeting to the 14th March 2023.

It was **agreed** that Cllr Summers and Smith would carry out the guided walk for potential contractors on 6th March 2023 at 09:30. Walk to commence from Council Chamber. It was also **agreed** that tenders should be received by Monday 13th March 2023 at 12:00 and two councillors and one clerk would be responsible for opening the tender documents.

It was **agreed** to call an extra Finance & Staffing Meeting on the 14th March 2023 for the sole purpose of discussing and agreeing tenders.

- d) To agree a date to discuss the streetlighting contract.

The Chair announced that he and Cllr Summers would agree a meeting date and notify the office. The Clerk reminded the committee that this working party also included Cllr Collett.

- e) To discuss and agree quotes received to enable further professional structural inspection of the skatepark.

Quotations had been received by the Clerk for inspection work, but had exceeded the previously delegated amount of £1000.00. It was **agreed** that the Clerk could continue to instruct the contractor to create inspection doors within the skate park structure as well as instructing the inspection soon after.

- f) To discuss and agree staff holiday rollover from current year to April 2023.

It was **agreed** that staff could carry forward up to ten days holiday owing into the next financial year due to exceptional circumstances, for this year only.

Cllr Hencher-Serafin left the room at 20:15 and returned at 20:18.

- g) To agree a convenient date for the quarterly book keeping review. To note the internal auditor is visiting 2nd March 2023 with a potential follow up visit on the 23rd March 2023.

It was **agreed** that Cllrs Beard and Collett would agree a suitable date and time to visit the office and carry out the first of two quarterly book keeping reviews and advise the office in due course.

- h) To report the current use of Brickyard Lane playing field.

It was **agreed** that the Clerk would contact the SS&SC to request the keys for the vehicle gate and changing rooms so that an asset survey could be carried out. Discussions were held regarding other possible users/usage of the ground and for the Clerks to investigate.

i) To discuss and agree quote for stump grinding.
The Chairman refused to allow the committee to discuss this matter.

F&S 22/101 Agenda item 8 To note items for the next agenda.
To elect two trustees for the Studley Sports and Social Club. Currently Cllr Py Hunt and Cllr Summers. **NB** this agenda item will be discussed on Tuesday 28th March 2023.

F&S 22/102 Agenda item 9 – To note the time and date of the next Finance and staffing committee meeting, 14th March 2023.

Meeting Closed 8:19pm

Signed Date.....
Chairman, Finance & Staffing Committee