

# BURTON JOYCE PARISH COUNCIL

## Finance and General Purpose Committee

*Draft Minutes of Meeting held at the Parish Office, Library Building,  
Meadow Lane, Burton Joyce*

**On Tuesday 21st March 2017 at 7.30pm**

**Present:** Cllrs P Hyde (Chair), P Blandamer, J Johnson, Cluff & Ringham  
**In attendance:** Anne Chisholm (Locum Parish Clerk)

1. **Apologies:** Cllr Hutt
2. **Declaration of Interests:** The Clerk declared a Pecuniary Interest in Item 5 – list of Internal Auditors.
3. **Minutes of the previous meeting held on 13<sup>th</sup> December 2016:** Agreed as a true record and signed by the Chair.
4. **Risk Register**  
The Risk Register was reviewed by the committee. It was **recommended** that the amended Risk Review should be approved at the next meeting.
5. **Annual Audit**
  - (i) **To receive a verbal update in relation to the 2016/17 audit requirements**  
The Clerk reported that annual audit information pack was expected within the next two weeks. The Asset Register would need to be updated as part of the audit process.
  - (ii) **To discuss the appointment of an Internal Auditor**  
The Internal Auditor had resigned and a replacement was required urgently. The Clerk was instructed to obtain details of costs and available auditors, which would be considered at the next Council meeting.
6. **Old School Building**
  - (i) **To consider and recommend room hire costs**  
The Working Group had obtained professional advice and it had been confirmed that it was unlikely that the building could be let on a commercial basis. It was stressed that the results of the community consultation would be taken into consideration. Three community organisations had expressed an interest in using the facility. It was **agreed** that the community organisations could be contacted with draft proposals. It was to be made clear that the proposals were only exploratory and that the approval of the full Council would be required.
  - (ii) **To review figures and methodology of the purchase of the Old School Building**  
The figures were reviewed and it was noted that it was more cost effective to purchase the leasehold on the building.  
It was **agreed** that the feasibility of purchasing the building should be explored and the final terms investigated.

**7. Budget 2016/17**

Deferred until the next meeting.

**8. Confidential Item**

**Salary Review of the Deputy Parish Clerk Post**

- (i) **To consider and recommend a revised salary scale** – Deferred to the Personnel Committee.
- (ii) **To consider and recommend revised hours and a start date** – Deferred to the Personnel Committee.

**9. Confidential Item**

**Parish Clerk Vacancy**

- (i) **To consider and recommend the salary scale, hours and job location.**
- (ii) **To consider and recommend a Job Description, Person Specification and Advert.**
- (iii) **To consider and recommend a date and process for interview.**  
The Job Description, Person Specification and advert were reviewed. It was **recommended** that the documents should be approved at the next Council meeting.

**10. Confidential Item**

**Extension of Locum Clerks employment period and hours.**

It was **recommended** that the Locum Clerk should continue to work for up to 15 hours per week until a new Clerk was appointed.

**Meeting closed: 9.50pm**

**Proposed Date of Next Meeting: Tuesday 16<sup>th</sup> May 2017**