



Minutes of the Finance and Human Resources meeting held on Thursday 15th June 2023 held in The Jenkins Room at Northiam Village Hall

Present: Cllr Sargent (Chairman), Cllr Fairbrass, Cllr Harding, Cllr Schlesinger and Cllr Wadie

Also Present: Georgina Jackson, Locum Clerk, 2 Members of the Public

Date: 18th June 2023

FHR23/1. To receive and accept Apologies for Absence

There were none.

The meeting was closed at 17.34.

FHR23/2. To adjourn the meeting to enable members of the public and Councillors to address the meeting. This is a 'for information' session only and no action can be taken upon those items raised.

A member of the public mentioned that there were no maintenance costs for St Francis Field in the budget.

A member of the public asked how contributions would be shown in the budget, if payments were made towards the St Francis Field utilities.

A member of the public enquired if the management charges for the bungalows at St Francis Field were being recorded.

A member of the public asked if an invoice would be required when payment is made to the CIC for the grant in the management agreement.

The meeting was re-opened at 17.45

FHR23/3. To receive Declarations of Interest

To receive any declaration by members of personal interests in matters on the agenda, the nature of the interest and whether the member regards the interest as personal, pecuniary or prejudicial under the Code of Members Conduct.

There were none.

FHR23/4. Chairmans Announcements

There were none.

Finance

FHR23/5. To consider the budget deficit for this financial year.
There was much discussion on the budget and it was noted that some lines on the budget could be reallocated to take into account the £15,000 deficit. It was **AGREED** to reallocate the budget at a further meeting.

FHR23/6. To review budget performance for the year 2023-2024.
The budget performance was **noted**.

FHR23/7. **To agree the public’s exclusion from the confidential part of the meeting.**
It was **RESOLVED** to move into public session at 17.58.

That in view of the confidential nature of the business (employment/legal issues/contractual) about to be transacted it was resolved under the provisions of Public Bodies admissions to meetings Act 1960 s.1 that the press and public be temporarily excluded, and they are instructed to withdraw

Human Resources

FHR23/8. To review Locum Clerk’s workload and begin work list for the new Clerk.
The workload list was **noted**.

FHR23/9. To consider job description and person specification
It was **RESOLVED** to agree the job description and person specification.

FHR23/10. To consider job advert.
It was **RESOLVED** to agree the job advert.

FHR23/11. To agree where to advertise and agree a budget.
It was **RESOLVED** to advertise for a locum clerk through East Sussex Association of Local Councils and to use them for contracts, interviews and references at a cost of £250. The money will be taken from the excess monies in the loan budget line.

FHR23/12. To agree terms and conditions for the new job role (hours/wage/pension/requirements).
After much discussion the following was **AGREED** for recommendation to Full Council:

- 20 hours per week.
- The salary.
- A minimum of 10 hours per week to be in the parish office.
- Pension.

The meeting was closed at 18.34

Signed.....

Date.....