Holymoorside & Walton Parish Council

Minutes of the full council meeting, called expressly to deal with financial matters, held on Wednesday 16th February 2022 in Holymoorside Village Hall, Holymoorside, Chesterfield

Present; *Councillors* M E Thacker (in the chair), A Broderick, A Grinbergs, D Hinchliffe, A Holmes, P Maskrey, D Phelps & P Truscott; *Clerk* K Brailsford

AGENDA PART 1 - non-confidential information

FI233/21-22 **To receive apologies for absence**

NOTED; apologies from Cllr Swallow due to a family commitment.

FI234/21-22 **Variation of Order of Business**

RESOLVED; personnel items to be discussed under part 2 of the agenda.

FI235/21-22 **Public Questions**

NOTED; no members of the public were in attendance to comment on any matter.

NOTED; no DCC councillor was in attendance and the NEDDC councillor did not wish to raise any relevant matters.

NOTED; no member with a significant other interest in an agenda item wished to speak at this point in proceedings.

FI236/21-22 **Declarations of Interest**

NOTED; no member declared the existence and nature of any disclosable pecuniary interest and/or other interest, not already on their register of interests, in any item on the agenda.

FI237/21-22 **Exclusion of Public**

NOTED; no exclusion of the public or press was deemed necessary for part 1 of the agenda.

FI238/21-22 **I & E figures to date, including material variances** (papers enclosed)

NOTED; consideration of the I&E figures, including material variances and the bank reconciliation to date (papers circulated previously in the agenda pack).

NOTED; the pay scale salaries, which are related to NJC points, have still not been nationally agreed for 2021-2022 so this may have a negative impact on the budget for the following year.

NOTED; it appeared that the council were in sound financial standing at this point in the financial year.

RESOLVED: acceptance of the figures presented to date as a true representation of the council's financial status.

FI239/21-22 **Financial matters - Administration**

NOTED; acceptance of the I&E related to the production and distribution of the parish newsletter (papers circulated previously in the agenda pack).

FI240/21-22 **To resolve the continuation of variable direct debit payments**

RESOLVED;

- Inovix Network Solutions at a current cost of £40 PCM
- gas and electricity and water supplies, with gas currently £147 and electric £150
- telephone and broadband services with the village hall being in the region of £130 per quarter and the administraiton the same but that this would no longer be viable from

March 2022 as the council will be using the Clerk's broadband and a mobile phone package was already in place at an approximate cost of £2.50 PCM

- payment into The People's Pension account of £271.37 and that this was dependent on gross basic salary paid
- annual service and rental of the fire extinguishers, which for 2022 is £239.

NOTED; the Clerk would speak to the webhost to ascertain the cyber security safty by using a personal broadband connection for council business.

FI241/21-22 **Part 2 - Confidential Business**

RESOLVED; 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 because of personnel issues to be discussed and they are instructed to withdraw.

1) NOTED; continuing to follow HR company advice, a further meeting had been held with an employee related to a recent GP report received and that a revised job description and possible changes to salary had been discussed.

RESOLVED; pending successful future discussions, that the parish council accepts the reasonable adjustment required, revised job description, hours and salary paid.

NOTED; the employee was being fully supported thorough this process and his legal rights fully explained.

NOTED; when this matter progressed further, the Clerk would compile a new daily task sheet to ensure that all the jobs required were completed as required.

2) NOTED; the HR company had approved that hours could be reduced for another member of staff without a reduction in salary and this was required to ensure compliance with the NLW requirements in April.

NOTED; this would may have to be reviewed at a later date due to a reduction in caretaking duties, considered under 1).

3) **RESOLVED**; provision of new uniform as detailed by the Clerk.

4) NOTED; staff contacts and the staff handbook were currently under review with the HR company and it was agreed that these would be sent out via e-mail to all councillors for consideration at the March meeting to reduce excess paper use. However, if anyone wished to receive a hard copy, they were instructed to contact the Clerk.

5) NOTED; there would be signs placed on the village hall entrance doors to note that no dogs are allowed in apart from assistance ones and that a 'pooch park' had been provided previously for this reason.