

WALFORD PARISH COUNCIL

FINANCE COMMITTEE

Minutes of the additional ordinary Walford Parish Council Finance Committee meeting
Held at 7.00pm on Wednesday 28th March at Walford Village Hall

Present: Marc Thomas – Finance Chairman. Who arrived at 7.20pm

The meeting started at 7.20pm.

Finance committee members: Frank Myers (WPC Chairman), Dave Berry, Simeon Cole, Heather Evans, Terry Snow.

In attendance: Clerk – Catherine Murray.

1. **To accept apologies for absence.** None received.
2. **To declare personal/prejudicial interests.** None received
3. **To accept minutes of previous meeting held on 14.03.12.** It was unanimously **RESOLVED** to adopt the minutes as a true record.
4. **Councillor Training:** It was **RESOLVED** to approve the £16.00 fee for Councillor Berry's future attendance, plus travel expenses at the Living Villages Conference.

The Finance Chairman explained that the Finance Committee would go into closed session, to discuss the Clerk's contract and terms and conditions of service. All members agreed.

5. **CLOSED SESSION:** To discuss the Clerk's contract and terms and conditions of service:
Confidential minutes were taken regarding the Clerk's contract and terms and conditions of service.

The Closed session finished at 9.35pm.

5.1 **Finance Committee resolutions made on item 5.** The Finance Committee unanimously **RESOLVED** the following:

- a) The Clerk is to amend the approved contract according to confidential discussions held under item 5 and then circulate the draft to all members of the Finance Committee and then to members of Full Council.
- b) To award the Clerk a salary increase to SCP 27, back-dated to 01/06/11, when the increase should have been made and to review this in June 2012.
- c) To pay the Clerk holiday entitlement due for 11/12 and in future to pay a monthly on-cost to reflect this entitlement, on top of salary and additional hours.
- d) To purchase the Clerk's Walford PC laptop from her at a rate reflecting current market value and to offer the Parish Council Desktop system to Walford School.
- e) To hold a closed session at the next PC meeting to inform the PC of the agreement reached regarding the Clerk's contract and terms and conditions of service
- f) Councillor Simeon Cole will, in future communicate with the Clerk only in writing via e mail or by letter when outside of a PC meeting.

6. **Public participation session:** There were no members of the public present.

7. **Matters for the next Full Council Agenda:** Funding for the Jubilee Beacon fireworks and the provision of a path from Walford Timber to Kerne Bridge.

8. **To note date of next meeting** Wednesday 13th June at 6.30pm Walford Village Hall

The meeting closed at 9.45pm.

Signed: Marc Thomas

Date: 13/06/12

Finance Committee Chairman.