

MINUTES OF THE MEETING OF THE EXTRAORDINARY MEETING OF **EVERSLEY PARISH COUNCIL** HELD ON **WEDNESDAY 23rd MARCH 2016** IN EVERSLEY VILLAGE HALL AT 7.30pm

PRESENT: Cllr P Todd Chairman
Cllr S Dickens
Cllr Adrian McNeil
Cllr S Miller

ALSO PRESENT: Mrs J Routley (Clerk).

189 APOLOGIES,

(i) Cllr C Hetherington, Cllr G Macdonald, Cllr K Neville, Cllr C Young.

190 DECLARATIONS OF INTEREST

(i) There were no declarations of interest.

(ii) There were no written requests for dispensations for disclosable pecuniary interests.

(iii) There was no need to grant any requests for dispensation.

191 PUBLIC PARTICIPATION,

(i) None.

192 FINANCE,

(i) The Council's internal auditor has moved away from the area and therefore another auditor is required. The Clerk had presented quotes to the Council from Internal Auditors used by local councils.

Following a discussion it was **resolved** to appoint Kevin Rose of IAC Ltd as EPC's Internal Auditor.

ALL

193 FINANCIAL REGULATIONS

(i) A review took place of Financial Regulations and changes were agreed. A notable change is that the Clerk is now authorised to spend up to £500 in emergency situations.

EPC should also look into getting all Village Green and Common Land registered with Land Registry.

Clerk/PT

It was **resolved** that the revised Financial Regulations be adopted.

ALL

It was also noted that it had been previously agreed that a working group would undertake an asset review before the Annual Meeting on 17th May.

17.5.16

194 ANNUAL FINANCE RISK ASSESSMENT

(i) EPC reviewed the Finance Risk Assessment. It was noted that going forward 2 signatories should initial the cheque stubs.

It was **resolved** to approve the Finance Risk Assessment.

ALL

(ii) EPC reviewed Internal Controls.

It was **resolved** to approve Internal Controls.

ALL

It was noted that the council could consider direct debits and/or electronic payments in the future.

195 PERFORMANCE REVIEW WORKING GROUP

(i) It was **resolved** that in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press from discussion of the following item where publicity might be prejudicial to the special nature of the business.

- (ii) The Working Group had undertaken research into paycales of other comparable Councils and concluded that the Clerk had not been placed on the appropriate payscale. It was suggested that the correct payscale for 2015 should have been SCP 27.
- (iii) The Working Group had confirmed that there is a system whereby the Clerk can raise an issue if she cannot complete all work and training within the hours paid.
- (iv) EPC received the recommendation to uplift the Clerk's payscale to SCP 27 and to refund back dated pay from 1st April 2015 to 31st March 2016. As an unbudgeted expense this will be taken from surplus funds in the current account.
- (v) It was **resolved** to accept this recommendation. **ALL**
- (vi) It was **resolved** to undertake a Performance Review for 2015/16 by the end of April 2016. **CY/SM**
The Council recognised and apologised for being lax in its attitude towards Performance Reviews and was committed to rectify this in the future.

It was **resolved** that it was not necessary for the minutes of this item to be confidential. **ALL**

There being no further items for discussion the Chairman closed the meeting at 9.15pm

Chairman.....Date.....