

ROSSINGTON PARISH COUNCIL



Clerk to the Council

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 Rossington Parish Council

MINUTES OF THE PARISH FINANCE & GENERAL PURPOSE MEETING HELD AT ROSSINGTON MEMORIAL HALL AT 7.00 pm on TUESDAY 3 OCTOBER 2017

Present: Councillors: J Parkin, A Harper, C Beaumont, J Cooke (Ward Cllr), C Stone and K Guest
Clerk: Z Attridge-Chambers
Public: 0

17. WELCOME AND INTRODUCTION

Cllr A Harper opened the meeting and welcomed Cllrs and to the meeting.

18. TO ELECT A CHAIR AND VICE CHAIR

RESOLVED to note a Harper to be Chair and C Beaumont to be Vice Chair proposed by K Guest, seconded by J Parkin and agreed by all Cllrs present.

19. PUBLIC FORUM

RESOLVED to note there were no members of the public present.

20. ANNOUNCEMENTS

RESOLVED to note there were none.

21. TO RECEIVE APOLOGIES AND APPROVAL REASONS FOR ABSENCE

RESOLVED to note the following:

- Apologies were received from R Greaves, G Sheldon, B Johnson and D Harper which were approved by the Council.
- There were no declarations of interest or applications for dispensation.

22. MATTERS ARISING FROM THE MINUTES OF THE MEETING ON 29 NOVEMBER 2016

RESOLVED to note there were none.

23. TO CONSIDER THE UPGRADE OF THE OFFICE COMPUTER SYSTEM AND PHOTOCOPIER

RESOLVED to note the following:

- J Cooke proposed the Parish upgrade the office system, this was seconded by C Stone.
- J Cooke proposed the Clerk order 2 compatible drums for the photocopier plus to get information on leasing, this was seconded by C Stone.

24. TO CONSIDER THE WORKING DATES OF THE CLERKS AND DISCUSS STAFF

RESOLVED to note the following:

- J Cooke proposed the Clerks give more advanced warning of annual leave and monitoring of timesheet, this was seconded by C Stone.

- It was discussed that the Chair and/or Vice Chair act as Line Manager.
 - The Clerks are happy to have the hours in lieu for events rather than getting paid for the extra hours.
 - A Hammond to decide which day she would like off each week or whether to keep it flexible.
- 25. TO CONSIDER A FEASIBILITY STUDY AND BUSINESS PLAN FOR THE YOUTH CLUB BUILDING**
RESOLVED to note the following:
- The Clerk to apply to Awards for All for a grant to cover the cost of the Feasibility Study, Community Consultation and Business Plan for the Youth Club Building.
 - K Guest requested examples of Ann Hindley's work.
- 26. TO CONSIDER THE TERMS OF REFERENCE FOR THE F&GP COMMITTEE**
RESOLVED to note C Beaumont proposed to accept the Terms of Reference, this was seconded by A Harper and agreed by all Cllrs present.
- 27. TO REVIEW THE PARISH COUNCIL'S FINANCIAL REGULATIONS**
RESOLVED to note K Guest proposed to accept the Financial Regulations, this was seconded by J Cooke.
- 28. TO REVIEW THE PARISH COUNCIL'S FINANCIAL RISK ASSESSMENT**
RESOLVED to note C Beaumont proposed to accept the Terms of Reference, this was seconded by J Cooke.
- 29. TO CONSIDER THE EFFECTIVE MANAGEMENT OF RECORDING MEETINGS POLICY**
RESOLVED to note C Beaumont proposed to accept the Effective Management of Recording Meetings Policy, this was seconded by J Cooke.
- 30. TO CONSIDER THE PRESS AND MEDIA POLICY**
RESOLVED to note C Beaumont proposed to accept the Press and Media Policy, this was seconded by K Guest.
- 31. TO CONSIDER THE DIGNITY AT WORK/BULLYING AND HARASSMENT POLICY**
RESOLVED to note K Guest proposed to accept the Dignity at Work/Bullying and Harassment Policy, this was seconded by C Beaumont.
- 32. TO CONSIDER THE CODE OF CONDUCT FOR MEMBERS POLICY**
RESOLVED to note J Parkin proposed to accept the Code of Conduct for Members Policy, this was seconded by C Beaumont.
- 33. TO ALLOCATE CllRS TO UNDERTAKE THE ONGOING INTERNAL AUDIT OF PARISH COUNCIL ACCOUNTS**
RESOLVED to note the Clerk to arrange for J Parkin and C Stone to undertake the internal audit before Parish meetings.
- 34. TO NOTIFY THE CLERK OF MATTERS FOR INCLUSION ON THE AGENDA FOR NEXT MEETING**
RESOLVED to note the next meeting to have one item: The setting of the Parish Council Budget for 2018/2019
- 35. TO CONFIRM THE DATE AND TIME OF NEXT MEETING**
RESOLVED to note the next meeting will be at 6.15 pm on Tuesday 24 October 2017.