

**MINUTES OF THE MEETING OF ASHURST WOOD FINANCE AND ADMINISTRATION AND
HUMAN RESOURCES COMMITTEE MEETING**

Tuesday 15th October 2024, 7.00 pm at Council's Meeting Room.

PRESENT: Cllrs: Phillips (Chairman), Forbes, Spoor, Tyrrell, Broad and Fairbourn

IN ATTENDANCE: Samantha Booker (RFO)

MEMBERS OF THE PUBLIC: 0

The Chairman opened the meeting and welcomed everyone.

1. Public Question

None.

2. Apologies for absence

Cllr. Haite

3. To receive Declarations of Interests from Members in respect of any matter on the agenda

None.

4. To confirm the Minutes of the meeting of the Committee held Tuesday 30th July 2024

The minutes were approved

5. Clerk's Report

The Clerk's report was received.

6. Audit: To receive the External Auditors report and comments for the Annual Return year end March 2024

The external auditor noted that one part of the AGAR had not been signed, and the RFO has noted this in the 2025/2026 Audit file to make sure this doesn't happen again. The external auditor also mentioned that they would like greater explanations of variances, which will be noted for next year.

7. Budget 2024 / 2025

a. To review the half yearly expenditure

Each line of the budget was discussed in relation to being halfway through the financial year and it was agreed that we are on track with no major concerns.

b. To review the predicted year end

Once again, each line of the budget report was examined, and it was agreed that the predicted year-end figures should be fairly accurate despite minor over / under spends.

b. To generate a first draft Budget for 2025 / 2026

A first draft budget was drawn up for next year which will be refined at the next meeting. 5% has been added to several items of expenditure to cover inflation. Cllr Tyrrell asked that the Winter Clearance budget could also be used to cover any minor work that may be needed after a flood.

8. Annual Review of Financial Risk Assessment document and other Policies

The Financial Risk Assessment has been reviewed, and the Health and Safety Policy is currently being looked at. As these are “rolling” documents, it is expected that reviews will be continuing periodically.

9. Welcome Pack – to agree distribution and finalise proof

The Welcome Pack is now completed and was approved by the Full Council at the meeting held on 1st October 2024. Several Welcome Packs are in the office ready for distribution by the Councillors as and when needed.

10. To review the role of Handyman and discuss if it may be worth advertising for an Independent contractor.

It was decided that if a Handyman was self-employed i.e. the Council were not contributing to Pension nor National Insurance, then the hourly rate could be increased. Based on a salary rate of a little over £15 / hour the self-employed rate would be just over £18 per hour. It was agreed that the salary would be advertised as “open to negotiation” and would be advertised on the E News and at the Christmas Market.

11. To discuss the job evaluation report received from Chris Rolley

a. To consider whether to resolve to exclude the press and public from the meeting for the following agenda item under section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business to be transacted.

No members of press or public were in attendance.
The Assistant Clerk / RFO left the meeting at 20.21

b. To discuss the job evaluation report received from Chris Rolley and to agree any necessary recommendations to the Council

The meeting agreed to accept the basic recommendations of Chris Rolley with a slight amendment to the maximum scale point for the Clerk. This would be recommended for acceptance to the full Council

The Assistant Clerk re-entered the meeting at 20.31

12. Date of next meeting

26th November 2024

Meeting Closed at 20.40

Chairman.....

Date.....

