

Minutes

of the **Meeting of the Policy & Finance Committee** held on 15 September 2008

Present: D Livingstone (Chair) E Cooper
K Perkins N Warden

Clerk: C Gallacher

	Action
<p>1. Apologies and declarations of Interest</p> <p>Apologies were accepted from J Nicholas and K Thomas</p> <p>There were no declarations of interest</p> <p>2. Public Time</p> <p>No issues were raised.</p> <p>3. Minutes</p> <p>Minutes of the meeting of 21 April 2008 were agreed and signed as a true record.</p> <p>4. Human Resource Documents</p> <p>The model contract and draft version of the employee handbook had been circulated and were discussed. The documents were considered to be comprehensive and satisfactory. It was resolved to recommend to full council the changes listed in the Appendix to these minutes.</p> <p>5. Review of Staffing Arrangements</p> <p>First Aid training was approved for the youth team leader and warden at a cost of £200 per person.</p> <p>It was agreed to recommend to full council an increase in working hours, from 15 to 20 hours per week, for the part time youth worker to allow for an additional evening to be covered each week.</p> <p>It was noted that the youth team leader prefers to defer employment of additional part time staff until Spring 2009 and it was agreed to recommend this to full council, subject to checking possible need for cover over the Christmas period.</p> <p>It was agreed to advertise immediately to fill the vacancy for a part time clerical assistant, working up to 22.5 hours per week to assist the clerk, in line with</p>	

previous decision of the council.

It was agreed that steps should be taken to secure the services of a bookkeeper on a contract basis for a half day or one day per week to deal with the accounts under supervision of the clerk.

6. Correspondence

The meeting noted discussions in relation to our account with the Criminal Records Bureau, and it was agreed the clerk should discuss use of the services at Milton Keynes Council to deal with vetting in the event that CRB withdraw our right of direct approach.

The meeting noted an offer of promotional diaries but it was agreed this was not a suitable use of parish funds.

There being no further business, the Chair declared the meeting closed at 20h29.

Signed.....Chair