



# BEMBRIDGE PARISH COUNCIL

5 Foreland Road, Bembridge, Isle of Wight, PO35 5XN

Tel: 01983 874160

## Minutes of Staffing & Finance Committee meeting held at 5.30pm on the 11<sup>th</sup> October 2022 at the Village Hall, Bembridge (Small Hall)

Present: Cllr H Brabazon (Chair), Cllr A De Trey, Cllr J Lake, Cllr L White, Mr M Rochell (RFO), Mrs T Bloomfield (RFO, Ryde Town Council), Mr A Bridges (Deputy Clerk, Ryde Town Council), One member of the public was in attendance.

### PUBLIC FORUM

A member of the public submitted questions relating to agenda items 3, 4, 5, 9, 10 and 11. Copies of which were presented to the RFO and the Chair agreed to consider the points raised.

#### 1. Apologies for Absence

To receive apologies for absence

**RESOLVED:** Apologies for absence due to vacation received from Cllr M Groom and Cllr P Kenny

Apologies were accepted.

Proposed by Cllr L White, Seconded by Cllr A De Trey

3 For

1 Against

#### 2. Declarations of Interest

To receive declarations of pecuniary or other interests relating to items on agenda

**RESOLVED:** None Received

#### 3. Minutes of the Last Meeting

To receive for approval minutes of the Staffing & Finance Committee meeting held on 12<sup>th</sup> July 2022

**RESOLVED:** Minutes of the meeting on 12<sup>th</sup> July 2022 were approved and duly signed by the Chair.

Proposed by Cllr A De Trey, Seconded by Cllr Brabazon

2 For

1 Against

1 Abstention

#### 4. Terms of Reference (brought forward from 12<sup>th</sup> July 2022 Meeting)

To review and agree Terms of Reference for this Committee

**RESOLVED:** Terms of Reference reviewed and agreed.

Proposed by Cllr A De Trey, Seconded by Cllr L White

3 For

1 Against

*Handwritten signature*  
14/10/2023

## 5. Finance

To receive and discuss the 2nd Quarter budget report for financial year 2022 - 2023

**RECEIVED:** RFO highlighted the current inflationary problems that are having an adverse impact upon the budget, particularly in terms of energy and fuel prices. He also noted that the Audit investigation costs relating to historical issues were significantly higher than the amount allowed for in reserves. All of which are likely to result in overspends that are unavoidable but must be planned for. As a result, he would like to see more forecasting included in the budget in order to improve forward planning.

In reply to public question on income line 'Donation/Grants' it was explained by Cllr L White and RFO that the majority was made up of a £4,802.63 grant from SEN for Resilient Communities Fund, with the rest made up of funds from IWC and donations to Queens Platinum Jubilee.

Cllr Brabazon noted that despite a budget line for 'Queens Platinum Jubilee' showing budgeted and actual costs to date, donations relating to that project are reflected within the 'Donations/Grants' income line, making it difficult to get an accurate picture of current project costs.

Cllr Brabazon also noted that income line 'Electric Vehicle Charging Point' includes income from previous years due to difficulty getting timely reports from Podpoint, and that cost line 'Machinery/Equipment' had incurred high costs due to emergency repairs to the Lengthsman's trailer.

## 6. Revise Bank Mandates

To agree to revise the bank mandates to reflect current staffing & councillor responsibilities

**RESOLVED:** Agreed

Proposed by Cllr L White, Seconded by Cllr A De Trey

All agreed

## 7. Lone Working Policy

To review and agree the Lone Working Policy

**RESOLVED:** Defer to November Full Council meeting.

Proposed by Cllr L White, Seconded by Cllr A De Trey

All Agreed.

## 8. Exclusion of Public & Press

To resolve that in accordance with s.1(2) of the Public Bodies (Admissions to Meetings) Act 1960, the press and public will be excluded from the following items, having due regard to the confidential nature of the business to be transacted.

**RESOLVED:** To exclude public and press.

Proposed by Cllr L White, Seconded by Cllr De Trey

3 For

1 Against

## 9. Review of Cleaning Contract

i. To receive and review the Parish Council's Cleaning contract

ii. To delegate authority to Officers to appoint a cleaning contractor for the Parish Council offices within the budget agreed.

iii. To agree office cleaning budget.


**RESOLVED:** To defer until a full review of contracts can be undertaken

## 10. Review Health and Safety Report

To receive and review report and agree actions to be taken

**RESOLVED:** To continue to carry out actions suggested by the report and continue full audit of Lengthsman's machinery and equipment.

Also, to take a quote from E Myers for contract audit to Full Council for approval

 11/1/2023

## 11. Procedural

To review the current sanctions under the Vexatious Policy and agree future actions.

**RESOLVED:** Recommend to Full Council that sanctions should be renewed for a further 6 month period.

## 12. Staffing

To receive an update on staffing issues and agree actions to be taken.

**RECEIVED:** Advert for new Clerk has been placed in the press. Thanks given to Ryde Town Council for entering the SLA to provide support during this period.

**DATE OF NEXT MEETING** – 4<sup>th</sup> January 2023 – to be confirmed

Mark Rochell

Responsible Financial Officer  
Bembridge Parish Council

12<sup>th</sup> October 2022

Ch. David Lina 11/1.2023