



BEMBRIDGE PARISH COUNCIL

The Clerk to the Council,
5 Foreland Road, Bembridge, Isle of Wight, PO35 5XN
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Minutes of the Staffing & Finance Committee meeting held at 2pm on the 8th June 2021 at the Village Hall, small hall, Bembridge

Present: Cllr L White, Cllr P Kenny, Cllr H Brabazon, Cllr M Groom, Cllr R Poncia and Mr M Pink (Clerk)

Public: There were 2 members of the public in attendance

1. Elect a Chair

Cllr Groom nominated Cllr Kenny for the Chair and there were no other nominations. Cllr Poncia seconded the nomination and Cllr Kenny accepted the nomination

Resolved: Cllr Kenny was elected as Chair
All Agreed

2. Elect a Vice-Chair

Cllr White nominated Cllr Brabazon for the Vice-Chair and there were no other nominations. Cllr Groom seconded the nomination and Cllr Brabazon accepted the nomination

Resolved: Cllr Brabazon was elected as Vice-Chair
All Agreed

3. Apologies for Absence

All members present

4. Declarations of Interest

To receive declarations of pecuniary or other interests relating to items on agenda
None Received

5. Minutes of the Last Meeting

To receive for approval minutes of the Staffing & Finance Committee meeting held on 15th December 2020

No members of the Committee were present but the Chair was happy to sign them as read.

6. Review Terms of Reference

Review the Terms of Reference for the Staffing & Finance Committee

Resolved:

Minor Alterations discussed and agreed by the Committee. To be submitted to Full Council for Ratification

7. Finance

To monitor budget:

The Clerk ran through the budget lines to familiarise Councillors with the agreed proposed spending for the financial year.

Resolved:

It was agreed by the members that as soon as it is possible to do so, the Council would revert to having 2 Councillors attend the Parish office on a monthly basis to carry out a bank reconciliation with the Clerks. It

was also agreed that at the quarterly review and financial year end, one of the Councillors would be a non-signatory. The Clerks will be responsible for drawing up an advanced rota to reflect this.

8. Policies

- a) Review Standing Orders
- b) Review Finance Regulations
- c) Review Financial Risk Management
- d) Review Code of Conduct
- e) Review Vexatious Policy

Resolved:

Amendments to the above policies were discussed individually and amendments agreed by the members of the Committee. To be submitted to Full Council for ratification.

DATE OF NEXT MEETING – Following Discussions, it was agreed that this committee will meet quarterly to coincide with the quarterly review of the budget (July, October, January) and at Year end (April). There may also have to be an extra meeting convened to review a draft budget for the following financial year.

Meeting Closed: 4.01pm

Signed

Dated