

The Minutes of the **Finance & General Purposes Committee** of **CHICKERELL TOWN COUNCIL** held on **TUESDAY 17TH JULY 2018** at the Town Council Suite, Putton Lane, Chickerell, Dorset at 1.00pm.

PRESENT

Cllr M Jolliffe (Chair) Cllr J Dean Cllr J Worth

Mrs N Briar (Town Clerk/Responsible Financial Officer)

Mrs M Newport (Asst Town Clerk/Mayor's Secretary)

No members of the public were present.

2018/010 APOLOGIES

Apologies were received from the Mayor.

2018/011 DECLARATIONS OF INTEREST AND DISPENSATION REQUESTS

There were no Declarations of Interest or Dispensation Requests.

2018/012 FINANCE & GENERAL PURPOSES – 5TH JUNE 2018

It was proposed by Cllr J Dean seconded by Cllr M Jolliffe "that the minutes of the Finance & General Purposes Committee Meeting held on the 5th June 2018 be signed as a correct record". All agreed. The Chairman signed the Minutes as a correct record.

2018/013 REPORT OF THE RESPONSIBLE FINANCIAL OFFICER

- (a) Authorisation of payments - It was proposed by Cllr J Dean seconded by Cllr J Worth, "that the list of expenditure as set out in Appendix A to these Minutes for the period 15th May 2018 to 15th June 2018 totalling £13,465.39 and covering voucher numbers 28 to 61 inclusive be approved". All agreed.
- (b) Quarterly Budget Comparison Report as at 30th June 2018 – The Council considered the budget comparison report for the period 1st April 2018 to 30th June 2018 as set in Appendix B to these Minutes. The Responsible Financial Officer reported that spending was within the budgets set and that the Willowbed Hall and the Sports Pavilion income had increased.

It was proposed by Cllr J Worth seconded by Cllr J Dean that "the quarterly budget comparison report for the period 1st April 2018 to 30th June 2018 be received and noted. All Agreed.

2018/014 ASSISTANT CARETAKER/CLEANER – JOB DESCRIPTION

The Town Clerk circulated the advertisement as set out in Appendix C to these Minutes and the job description as set out in Appendix D to these Minutes for the new position of Assistant Caretaker/Cleaner. It was proposed by Cllr J Dean seconded by Cllr J Worth

RESOLVED

- i) That the advertisement for the new position of Assistant Caretaker/Cleaner be circulated in the Town Council's noticeboards, on the Town Council website and on the Wessex FM Jobsite;
- ii) That the job description for the new position of Assistant Caretaker/Cleaner be adopted;
- iii) That the selection process and the interviewing be undertaken by the Town Clerk and the Mayor.

2018/015 URGENT ITEMS

The Town Clerk reported on the possibility of purchasing two WW1 Commemorative silhouettes from the Royal British Legion.

2018/016 FUTURE MEETINGS

The next meeting of the Finance and General Purposes Committee will be held on Tuesday 29th August 2018 at 1pm.

The Meeting closed at 1.47pm

Minutes approved as a correct record

Date.....

Signed.....

Chair – Chickerell Town Council