

Minutes of a meeting of the Finance and Probity Committee of the Parish Council held on Wednesday 6th March 2019 at 7.00pm in the War Memorial Hall, Tutshill.

Present: Councillors; Bollen, Evans, Gregory, Koning, Molyneux and Powell
Officers: Mrs C Hinton (Clerk).

1. **ATTENDANCE**
 - a) **To receive** apologies for absence from those councillors unable to attend – **All members present.**
 - b) **To consider for acceptance** those apologies received with reasons for absence.
2. **DECLARATIONS OF INTEREST**

Resolved to receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and in accordance with the provisions of the Localism Act 2011 in respect of members.

Interests may be declared at any time during the meeting should they become apparent.
3. **MINUTES OF PREVIOUS MEETING**
 - a) **Resolved to approve** as a correct record the minutes of the meeting held on 5th December 2018.
 - b) **To consider any questions** arising from those minutes. **There were none**
4. **PUBLIC CONSULTATION**

To receive and consider any questions from the Public.
There were no members of the public present.
5. **PARISH CLERK'S REPORT**

Resolved to receive and note the Parish Clerk's Report
6. **ACCOUNTS**
 - a) **Resolved to approve the Accuracy of the Receipts and Payments entries to 20th February 2019 – checked by Mrs Bollen prior to meeting**
 - b) **Resolved to receive and note** Budget Monitoring Sheet 2018/2019
 - c) **Resolved to note** entries in Receipts and Payments spreadsheet have been checked by Cllr Bollen prior to meeting.
7. **QUARTERLY FINANCIAL CHECKS**

Five invoices and supporting paperwork were checked and found to be correct.
8. **GRANT APPLICATIONS**

To consider the Following Grant Applications
None Received
9. **STAFFING SUB COMMITTEE (see Clerk's Report item B)**
 - a) **Resolved to establish** Staffing Sub Committee
 - b) **Resolved that** all members of the Finance and Probity Committee are members of the Staffing Sub Committee with a requirement of any 3 members for the Sub Committee to be quorate.
 - c) **Resolved to adopt** Terms of Reference for Staffing Sub Committee subject to the amendments discussed.
 - d) **Resolved to adopt** Staff Appraisal Policy subject to the amendments discussed and approval of an appraisal form. Clerk to circulate options.
 - e) **Resolved to sign** letter of amendment to Clerk's Employment Contract which was duly signed by Councillor Bollen
10. **FUTURE MEETINGS**

Resolved to note the date of the next meeting – 5th June 2019

The meeting closed at 19.56hrs