



## **WOMBOURNE PARISH COUNCIL**

### **Minutes of the FINANCE AND GENERAL PURPOSES COMMITTEE MEETING**

held on **Monday 3<sup>rd</sup> October 2022** at 8.40pm

This meeting was held in the Council Chamber, Civic Centre, Gravel Hill, Wombourne, WV5 9HA

#### **Present – Committee Members-**

Councillors: Barry Bond MBE, Mike Davies (Vice-Chairman), Jan Evans, Dan Kinsey BEM, Vince Merrick, Martin Perry, John Pike, Robert Reade, Daisy Tait

#### **Present – Non-Committee Members- N/A**

#### **Absent without apologies – N/A**

**Clerk** – Rachael Wright (left the room during discussion on 72/22)

Councillor Mike Davies chaired the meeting in the absence of Councillor Mary Roberts.

#### **56/22 – Apologies**

Apologies were received from Councillors Mark Evans and Mary Roberts.

#### **57/22 – Declarations of Interest**

Councillors Dan Kinsey BEM and Daisy Tait declared an interest in item 11 – ‘Bench on Windmill Bank’ on the agenda given their involvement in Wombourne and District Community Association.

#### **58/22 – Approval of last Committee Meeting minutes from 25<sup>th</sup> July 2022**

Members approved the minutes of the last meeting.

#### **59/22 – Matters arising from 25<sup>th</sup> July 2022**

None.

#### **60/22 – Newsletter**

The Clerk explained she had sent a first draft to the Working Group members and thanked Councillor Dan Kinsey BEM for his response. It was agreed Members of the Working Group need to inform the Clerk when they are available to meet to discuss the first draft and agree a publishing date.

#### **61/22 – Christmas Light Switch On**

The Clerk explained Westfield Primary School were booked in to sing and St Bernadette’s Primary School had rejected the offer to take part. The firework display is booked in. It was agreed all Members of the Committee would act as marshals for the firework display. The Clerk will purchase mince pies closed to the date to hand out.

#### **62/22 – SAAA central external auditor appointment arrangements**

Members considered the email from SAAA and agreed they were happy with the central external auditor appointment arrangements, and no change was necessary.

### **63/22 – Parish Council van**

Members considered the quotation for a brand-new van and the option to keep the existing one for a further 4 years, however after voting on a proposal to keep the existing van, the majority vote went in favour of returning it. Members agreed to look into the cost of purchasing a second-hand vehicle.

### **64/22 – Small Business Saturday**

It was agreed that the Parish Council should put on another High Street event for Small Business Saturday, and Councillor Daisy Tait as Retailer Liaison would be responsible for the organisation of it.

### **65/22 – Training resources**

Members agreed for the Clerk to organise large training groups and to invite other Parish Councils or voluntary groups in order to split out the cost.

### **66/22 – Bench on Windmill Bank**

Members considered the request from Wombourne and District Community Association to site a bench halfway up Windmill Bank. They agreed the idea was a good one, and they would support the request to South Staffordshire Council as the landowner.

### **67/22 – Commemorating Her Majesty Queen Elizabeth II**

Members considered the request from a resident and Dementia Singing Friends to plant an Oak tree and trees and shrubs to commemorate the late Queen. They agreed to make enquiries with South Staffordshire Council to see if there would be a District wide initiative for tree planting.

### **68/22 – Budget considerations**

Members agreed to inform the Clerk of any projects for the 2023/2024 budget.

### **69/22 – Policies**

Members approved the following policies:

- a. Absence Policy
- b. Fixed Asset Policy
- c. Business Continuity Plan
- d. Complaints Policy
- e. Document Retention Policy
- f. Publication Scheme
- g. Vexatious Complaints Policy
- h. Winter Weather Policy
- i. GDPR policies:
  - i. Employment records, retention, and erasure guidelines
  - ii. Information security policy
  - iii. Personal data breach
  - iv. Privacy (data protection) policy
  - v. Privacy notice for staff and Councillors
  - vi. Rights of individuals – response procedure

### **70/22 – Correspondence**

- a. Thank you email from Mark Jenkinson at South Staffordshire Council for hosting one of the Books of Condolence and asking for feedback. Members agreed it was an honour for one of the Books to be held in Wombourne.

**71/22 – Exclusion of the Public and Press**

It was **RESOLVED** that under Section 100 (A) (4) of the Local Government Act 1972 and the Public Bodies (Admission to meetings) Act 1960, the press and public be excluded from the meeting of the following items of business on the grounds that they involve the likely disclosure of exempt information.

**72/22 – Staffing**

- a) Members received an update on the Clerk’s appraisal, and agreed a salary increment as set out in it.

**The meeting closed at 9.16pm.**

**Signed:** .....

**Dated:** .....