

**Minutes of the Broomfield Parish Council's Finance Committee.
Held in Broomfield Village Hall at 7.30 p.m. on Wednesday 25th August 2021**

- FIN21/26 Members Attending**
Committee members, Cllrs Blake[#] , Faulds, Bleet, Mercer and Hubble
Officer present, Parish Clerk, Mark Hembury
Apologies for absence were received from Councillor Barnes
Resolved Apology from Cllr Barnes is accepted. Propose by Cllr Bleet and
seconded by Cllr Hubble. Agreed unanimously.
- FIN21/27 Declarations of interests**
There were no declarations of interests
- FIN21/28 To approve the minutes of the Committee Meeting held 14th July 2021.**
Resolved The minutes are accepted as an accurate account.
Proposed Cllr Hubble and seconded Cllr Bleet. One abstention all others in
agreement.
- FIN21/30 To consider a system for staff appraisal to be adopted by Broomfield Parish
Council.**
[#]Cllr Blake arrives at 7.40 pm
It was moved by Chairman of the meeting, Cllr Bleet, that this agenda item be
dealt with before agenda items FIN/29 and FIN/31 due to the sensitive
contents of these items and the need to exclude the public from the meeting.
Following discussions by members, it was agreed that an appraisal system be
introduced that would require staff appraisals to be completed in October,
which would then allow financial considerations to be included within the
budget for the following year.
Cllr Bleet would circulate an appraisal document for consideration and
agreement. Staff would need to be consulted prior to implementation.
- FIN21/29 To consider lessons learned concerning events during the financial year
2020/21 and identify any actions required.**
The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states

"A body may, by resolution, exclude the public from a meeting (whether during the whole or part of
the proceedings) whenever publicity would be prejudicial to the public interest by reason of the
confidential nature of the business to be transacted or for other special reasons stated in the resolution
and arising from the nature of that business or of the proceedings; and where such a resolution is
passed, this Act shall not require the meeting to be open to the public during proceedings to which the
resolution applies."

Amended Motion. Following advice from the Clerk, the Committee agrees that the
matters to be dealt with under agenda items FIN21/29 and FIN21/31 be dealt with
as confidential matters and the meeting will be closed to the public during the

discussion of these agenda items. Proposed by Cllr Mercer and seconded by Cllr Hubble. Agreed unanimously.

The Clerk has produced a diary of financial events for the year, to provide information to Councillors on what they should expect to be completed at various times during the year.

To allow Committee members to identify orders placed and invoices that need payment, an electronic order purchase system would replace the current paper version.

Members agreed that it would be useful for some financial input at full Council meetings.

Cllr Bleet highlighted a number of policies and procedures that were required including Whistleblowing, Stress Management and Member/Officer protocols. A list of policies for consideration and approval would be brought to the Committee.

FIN21/31 To examine staff contracts and remuneration and identify any actions required.

It was agreed that the Clerk would produce new contracts for Parish Council staff to reflect their current agreed working arrangements and would then be brought to the Committee for approval.

It was confirmed that Village Hall staff related issues would be dealt with by The Parish Council meeting as sole trustee of the Village Hall Charity at the meeting of trustees in September.

FIN21/32 Matters for the next meeting.

Budget for the next financial year – Each Committee Chair to consider requirements.

CIL money report.

The meeting closed at 9.40 p.m.