

**DRAFT MINUTES FROM THE FINANCE EMPLOYMENT AND POLICY
COMMITTEE MEETING OF PENNARD COMMUNITY COUNCIL
HELD ON THE 5th Nov 2024 AT 7.00 PM**

Present: Cllr Lynda James (Chair), Cllr Ralph Cook RC, Cllr Rachel Carter REC, Cllr Cai Carter CC, Clerk

Apologies for absence: Cllr Mark Parkinson, Cllr Susan Rodaway due to other commitments

Apologies for Lateness: Cllrs Cai Carter and Cari Jones

Declarations of interest: None

All votes will be named votes

Questions from the Public relating to items on this agenda (limited to 10 minutes)

1. To Review the Q1 and Q2 (Apr to Sept) figures for recommendation to Full Council.

The Quarter 1 and 2 figures were presented line by line and discussed, the Clerk explained a correction she had made to the PEFTA line as the wrong code had been used.

It was agreed that £131.88 for Mugs should be vired from the Hall Cleaning Materials budget to the Hall Misc repairs line.

It was agreed that the figures be recommended to Full Council

Proposed by LJ seconded by REC agreed by all

2. To agree the wording of the tender document for phase 2a of the Pavilion Project following the Councils agreement to go out to open tender.

The tender process was discussed and a closing date of Friday the 10th of January 2025 and a presentation date of the 23 January 2025 was agreed.

Proposed by LJ seconded by RC agreed by all.

The Clerk was asked to send out the tenders.

3. To agree to extend the Ground Maintenance Contract to March 2026 for recommendation to Full Council.

To fall in line with budgeting an extension to the 31st of March 2026 was proposed, this would extend the contract from August 2025 to 31 March 2026.

by RC seconded by RC agreed by all

4. To discuss PEFTA funding for the remainder of the financial year and agree action for recommendation to Full Council.

The Clerk gave an outline brief regarding the funding situation it was briefly discussed and agreed that it should be taken to Full Council.

5. To review and accept the new model Financial Regulations for recommendation to Full Council.

The new document has everything the current one has but also has some editions it was agreed that this should be looked at in greater detail and dealt with at a separate meeting.

Under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media will be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

Proposed by LJ seconded by RC agreed by all

6. To accept the implementation of the 2024-25 pay increase for recommendation to Full Council.

This was discussed and acceptance of the 2024-25 statutory pay increase proposed.

Proposed by REC seconded by RC agreed by all

7. To agree the candidate for the Garden Co-ordination role being funded by the Heritage Grant.

Cllr Rachel Carter and the Clerk briefed the committee on the rather protracted recruitment and interview process that had taken place for the role of the Community Garden Co-ordinator. They explained that the role funded by the Heritage Grant will run for six months. The candidate being recommended had all the attributes that were required and lots of experience. The Committee were happy to recommend the employment offer to Full Council.

Proposed by REC seconded by RC agreed by all

Meeting closed at 7.45pm