

**FINAL MINUTE FROM THE MEETING OF FINANCE EMPLOYMENT AND POLICY
COMMITTEE
HELD ON THE 5th Dec 2023 AT 4.02PM**

Present: Cllr Darran Hickery DH (Chair) Cllr Susan Rodaway SER, Cllr Ralph Cook RC, Cllr Lynda James LJ, Cllr Rachel Carter REC, Clerk

Apologies for absence: Cllr Will Smith due to personal commitments, Cllr Keith Atkins due to illness.

Declarations of interest: None

All votes will be named votes

Questions from the Public relating to items on this agenda (limited to 10 minutes) None

- 1. To discuss and agree the formal agreement between Pennard Community Council and Practical Pilates regarding the small hall.**

The agreement was examined discussed, amendments made and agreed.

Proposed by LJ seconded by REC agreed by all

- 2. To discuss and agree a contractor to carry out the proposed changes to the small hall by Practical Pilates.**

The Clerk presented the estimates received.

Company A - £1950
Company B - £1725
Company C - £2300
Company D - £1775

They had all quoted to board up the small window between the large and small hall move the radiator and install the provided Pilates equipment. The Clerk had also sent round a copy of the plan showing where the equipment would be installed. The quotes were discussed and company D was chosen.

Proposed by SER seconded by RC agreed by all

Company D was revealed to be Mark Hinder Builders and Contractors.

- 3. To discuss and agree the Contractor to carry out the Cleaning of the Hall and Pavilion from 1 April 2024 to 31 March 2026 for recommendation to full council.**

Although the Clerk has approached 8 companies and advertised on the social media only two had chosen to provide tenders, these were opened and discussed. The following quotes covered both the Hall and Pavilion from April 2024 to March 2026.

Company A – £19534.20 for the two years

Company B – £12849.41 for the two years

Company B was chosen

Proposed by SER seconded by LJ agreed by all with one abstention RC who had momentarily left the room.

Company B was revealed to be Pink Cleaning Services.

4. To note the interim report from the Internal Auditor.

The Internal Audit interim report had been previously circulated this was briefly discussed and noted.

5. To note receipt of Land registry compliant building plans.

The Clerk reported that she had been sent Land Registry compliant building plans which she had passed to the solicitor dealing with the Squiggles lease.

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 REC seconded by LJ agreed by all

6. To discuss and agree changes to employee salaries and hours for recommendation to Full Council

Employee salaries and hours were discussed and it was agreed that a recommendation would be made to Full Council to become effective from the 1 Apr 2024.

Proposed by SER seconded by LJ agreed by all.

The meeting ended at 5.15pm