# Minutes of the HR and Finance Committee Meeting held on Tuesday 22nd September at the Village Hall, Durrington, 6.30pm

Chair Cllr S Rennie

Cllr P Galan-Bamfield

Cllr D Healing

Cllr M Wardell

Clerk/RFO Jo Tudor

**The meeting started at 18:30 hrs**

There were no members of the public present for the duration of the meeting. There were no declarations of interest from members of the council. No Apologies as all were present.

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| **Item** | **Comments / Recommendations** | **Action** |
| **FHR 12/20** | The minutes of the meeting of the 1st June were approved and signed. | N/A |
| **FHR 13/20** | No matters arising from previous minutes | N/A |
| **FHR 14/20** | The checks for August invoices and payments were deferred to the next meeting when a quarterly check will take place. | N/A |
| **FHR 15/20** | The current figures for income and expenditure when considered. A Report on the expenses and income for the all Premises is required to ascertain the feasibility of remaining open.  A general moratorium on all but essential spending remains in place.  The General reserves will reduce below the advised level of half the annual precept by the end of the year should the social distancing measures continue. | The Clerk to prepare and circulate the figures prior to the meeting with the full Council on the 29th September 2020. |
| **FHR 16/20** | The risk assessment for the Council Buildings was given to the committee for consideration. | The Clerk to prepare a risk assessment for all employees for committee to consider |
| **FHR 17/20** | The Clerk reported the position was extremely busy especially with the new guidelines for the premises being reviewed every few days. The Clerk had completed the ILCA training and is to start CILCA next month. The office will require the new Charles Arnold Baker 12th Edition to ensure insurance cover. | The Clerk to implement appraisal system and write to all staff. |
| **FHR 18/20** | The next meeting will be on the 10th November 2020 to consider checks and balances, the current budget as well as the precept for next year. |  |