

**SULLY AND LAVERNOCK COMMUNITY COUNCIL
CYNGOR CYMUNED ABERSILI A LARNOG**

**Finance/Personnel Committee Meeting of the Council
Tuesday 23rd November 2021 6.30pm.**

In accordance with the provisions of the Local Authorities (Coronavirus)(Meetings)(Wales) Regulations 2020, the meeting was held by way of the remote participation (Zoom) of the members of the Council and public.

Minutes 01/21

Present

- Steve Oaten (Clerk)
- Kay Bowring (KB)
- Robin Lynn (RL)
- Christ Tatt (CT)
- Bob Lang (BL)
- Lino Scaglioni (LS)
- Martyn James (MJ)

Apologies 02/21

- The members present were either members of the relevant Committee or acting as observers. There were therefore no apologies.

Public attendance 03/21

- There were no members of the public present at the meeting.

PART ONE

Declarations of interest 04/21

- KB Stated that she was a member of Sully Village Group.
- BL Anything to do with Sully Sailing Club

To approve the minutes of previous meeting 05/21

- The Committee was previously a working group so there were no minutes to agree

To discuss the community councils risk register for approval at the next ordinary meeting 06/21

- The councillors present discussed the register prepared by the clerk and amendments were suggested which will be prepared for the next council meeting.

To discuss the community councils' budget in order to make recommendations for the precept 07/21

- The community council members of the finance committee had access to the proposed budget for 22/23. There were actions for the clerk regarding the proposed format and content. The figures on the whole were generally agreed by those present. Formal document to be prepared for the next full council meeting.

To discuss a wage review for the staff of the council 08/21

- The community council asked the clerk to obtain advice regarding the matter of staff pay and reviews in line with the internal auditor's observations.

Date of next meeting 09/21

- The date of the next meeting shall be the 21st December 2021

Minutes 10/21**Present**

- Chris Tatt (CT)
- Kay Bowring (KB)
- Martyn James (MJ)

Apologies 11/21

- Catherine Pearce (CP)

Declarations of interest 12/21

- None declared relevant to this particular meeting

To approve the minutes of the previous meeting 13/21

- The Committee was previously a working group so there were no minutes to agree

To discuss the training requirements, contracts, and appraisals of staff 14/21

- The councillors present had previously agreed that MJ would appraise the clerk and then the clerk would complete appraisals of the other staff members. This will be recommended to full council. The contracts of the staff need to be reviewed and any training needs identified as a result of the appraisals. There was agreement that the clerk receive the training he had outlined in respect of ILCA (Introduction to local council administration), CILCA (Certificate in local council administration) and FILCA (Financial introduction to local council administration). The clerk to seek advice regarding the staff contracts before the next meeting.

Date of next meeting 15/21

- Date of the next meeting shall be 21st December 2021

Chris Tatt – Committee Chairman

Steve Oaten – Clerk to the Council.