

# EAST HUNTSPELL PARISH COUNCIL

[www.easthuntspillparishcouncil.gov.uk](http://www.easthuntspillparishcouncil.gov.uk)

Clerk to the Parish

**Bruce Poole**

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**Office Hours 10.00 am – 1.00 pm Mondays to Fridays**

**Minutes of a Finance & Personnel Committee Meeting of East Huntspill Parish Council** that was held in the **Village Hall Church Road East Huntspill** on **Monday 19<sup>th</sup> December 2011** commencing at **6.30 pm** when the following business was transacted.

**PRESENT:** Councillors Mr Francis Kidner (Committee Chairman) T J Salway V Shellard (Ex-Officio) together Mrs Heather Dixon and the clerk Mr B Poole

**F&PC 1.1 To receive any apologies for non attendance**

None

**F&PC 1.2 To receive any declarations of interest**

None

**F&PC 1.3 To receive the Minutes of the Finance & Personnel Committee Meeting**

None to receive

**F&PC 1.4 To note the Committee's Terms of Reference and to propose for approval to the Parish Council any amendments if necessary**

Noted and agreed to recommend to the full Council

**F&PC 1.5 To consider future Gratuity arrangements for the Parish Clerk**

Agreed that the Clerk should calculate the sum in order to advise the Committee accordingly.

**F&PC 1.6 To commence preparations for the 2012/13 Parish Council Budget**

The Committee reviewed the documentation prepared by the Clerk and agreed that the Budget figures contained therein should be recommended to the full Council for acceptance

**F&PC 1.8 To discuss arrangements for future Staff Appraisals**

**Resolved** that the principle of carrying out Staff Appraisals should be adopted and that they should commence with effect from February 2012

**F&PC 1.9 Other Matters referred to the Clerk**

None

**F&PC 1.10 Date of next Meeting – Parish Council Meeting Monday 16<sup>th</sup> January 2012**