

# CERNE VALLEY PARISH COUNCIL

Wayne Lewin, Clerk to the Council

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**Minutes of the Meeting of the Governance Committee to be held at 7.30pm on Thursday 08<sup>th</sup>  
December 2022 in Cerne Abbas Village Hall**

## **Committee members present:**

Cllr's Bishop, Crosbie, Brown, Paul, Muskett, Horsington, and Burghart

### **1. To appointment the Chair**

Cllr Horsington was proposed and seconded and duly appointment Chair of the meeting.

### **2. Apologies for absence**

Cllr Crouch sent apologies.

### **3. Declarations of interest**

Cllr Horsington declared any matters to do with the allotment field.

### **4. Minutes of previous meeting held on 09<sup>th</sup> December 2021**

As this was a new committee, it was agreed there were no minutes to approve.

### **5. Human Resources**

#### **a. To discuss Clerk's scale point and incremental progression**

This matter was deferred to Full Council with a request that the new contract for the Clerk is sent to all members.

#### **b. To discuss Clerk's hours**

There were no changes to the Clerks hours, although Cllr Muskett suggested a review in which the current worked hours of 14 per week, could be reduced to the paid hours of 12 per week.

#### **c. To discuss Clerk's pension**

The committee recommended the minimum of 3% of salary less threshold (amounting to approximately £ 203), to Full Council.

#### **d. To discuss Clerk's role and job specification**

There were no changes recommended.

### **6. Finance**

#### **a. To discuss the budget for 2022/23**

The Clerk explained all budgets line was content that expenditure would meet budget at year end. Members were content on this matter.

#### **b. To confirm authorisation limits for committees.**

**The current policy is that the Chair can authorise up to £500 without committee endorsement, whilst the committee can spend up to the Precept limit. Any monies taken from reserves must be approved by full council**

No changes were recommended.

#### **c. To confirm a procurement limit currently set at £500**

The committee recommended to Full Council that this level should be raised to £750.

**d. Remuneration of Councillor and Clerk's allowances**

**i Mileage Allowance Payment (MAP)**

No changes were recommended.

**ii. Working From Home (WFH)**

An increase from £25 to £30 was recommended to Full Council

**d. To approve allotment and burial ground fees**

The committee agreed to the fees recommended by the allotments and burial ground committees, in that they are frozen from 01 April 2023.

**7. Standing Orders and Financial Regulations**

**a. To discuss current Standing Orders**

Members requested that the Standing Orders were rewritten to reflect the latest version template from NALC, that is 2018 (rev 2020).

**b. To discuss current Financial Regulations**

There were no recommendations to be made.

**8. Polices**

**a. To review and update (if required), current policies and procedures**

There were no recommendations to be made.

**9. Asset Register and insurance**

**a. To review and update the asset register**

Members were happy with the asset register.

**b. To review and update the insurance policy**

Members were happy with the current insurance policy.

**10. To discuss the Council's Risk assessments**

**a. Financial**

Members recommended that a business continuity plan be instigated.

**c. Committee areas**

It was recommended that committees complete the RA on the first meeting of the year

**11. Committee structure and terms of reference**

**a. Allotments**

**b. Burial Ground**

**c. Car Park**

**d. Footpaths and Environment**

**e. Play Park**

**f. Charles North**

It was agreed that all committees must have a minimum of 3 members to be quorate.

It was recommended that terms of reference should be discussed at next Full Council.

It was felt that Charles North must stick by the constitution.

## **12. Audit**

### **a. Ratification of year end accounts**

This was to be completed at the AGM in May.

### **b. Ratification of AGAR**

This was to be completed at the June meeting.

### **c. Submission to internal auditor**

This was to be submitted at the earliest time after completion of 12b.

### **d. Review of internal auditor recommendations**

This was to be completed at the July meeting.

### **e. Submission to external auditor**

This was to be submitted at the earliest time after completion of 12d.

### **f. Review of external auditor recommendations**

This is to be completed at the first meeting after receipt (likely October meeting).

## **13. To discuss the budget and set the Precept for 2023/24**

Further to the discussion at Full Council in November, members agreed to increase the salary cost centre to £13200, to cover pension contributions, and to reduce honorarium to £300.

The recommendation to Full Council for the precept was £21700.

There being no further business, the meeting closed at 2055 hours

Fred Horsington \_\_\_\_\_ Chair of Governance Committee