**Minutes of the SPC Finance Committee held on Thursday 20th April 2023 at 7pm at the Civic Hall, Uppermill.**

**Present**: Councillors: B. Lord (Vice Chairman)

G. Sheldon

H. Bishop

L. Dawson

M. Woodvine

RFO: J Price; Clerk: K Allott

**558. Apologies for Absence** Cllr S. Al- Hamdani, K. Phillips, Cllr J Hudson

**559. Declarations of interest:** None declared

**560. Minutes from the last meeting Thursday 12th January 2023**

These minutes were accepted as correct and signed off at the meeting by the Vice Chairman.

**561. Matters Arising**

These were covered later in the meeting

**562. To confirm the recommendation to Council for a Task & Finish Group to be set up to consider/ review Allowances for the Chairman and Vice Chairman of the Council**

After some discussion it was proposed that the Chairman of the Finance Committee and Clerk meet to determine the terms of reference for the new task & finish group to discuss this and to then add to the agenda of the Ordinary Council meeting in June. Proposed by Cllr Woodvine, seconded by Cllr Sheldon.

**563.** **New Banking Quotes/Arrangements**

Due to time pressures with financial year end and audit, it was agreed this would be deferred to the next Finance meeting. (subject to audit timescales)

**564. Assets’ Recommendation re Civic Hall refurbishment**

The Clerk explained that Assets Management had agreed to the proposal for the refurbishment of the main entrance, stairs and bar only and shared the quotation of £6700. The RFO confirmed there was money available in the budget. After some discussion it was agreed to move forward with this quote. Proposed by Cllr Woodvine, seconded by Cllr Bishop. All in favour.

**565. Asset’s Recommendation re new Office ICT system AOB**

Cllr Sheldon explained that Assets Management had agreed to the Clerk’s proposal for a new ICT system. The current system was very old and not fit for purpose and we have recently been experiencing issues with the server crashing and it could completely fail at any time. 3 quotes had been received and were discussed. The company recommended was a local company who already manage our service, and that the total cost for installation of new equipment would be £3190 plus annual charges of £822. The RFO confirmed there was money available in the budget. Cllr Sheldon confirmed that £5k had been earmarked and this had come in under budget. After some discussion it was agreed this was the best value quote and the committee accepted the proposal. Proposed by Cllr Woodvine, seconded by Cllr Bishop. All in favour.

**566. Point to note – HR SLA with Elcons agreed by Staffing Committee**

The Clerk advised the committee that the Staffing committee had agreed to her proposal to engage a specialist HR Company for advice and support. She explained all the benefits this brings to a small office environment. 3 quotes had been received and this one at £121 (incl VAT) per month was deemed the best fit for SPC and best value. Noted.

**567. AOB**

The RFO advised that Action Together, who currently provide our payroll service, have served notice that this will be withdrawn by the end of July. However, we have recently been through a payroll-tendering exercise so already have quotes from other providers. These will be revisited and the most suitable provider selected. An update will be reported at the next meeting.

**568. Items for the next agenda**

New Banking Quotes/Arrangements.

Payroll update

Year end / Audit update

**569.** **Date of next meeting: To be decided at Association of Councillor’s Meeting**