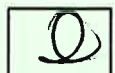


STURMINSTER NEWTON TOWN COUNCIL**MINUTES OF AN EXTRAORDINARY MEETING OF THE FINANCE & PERSONNEL COMMITTEE**Held on Thursday 29th March 2018 in the Council Chamber at 7.15pmPresent :Councillor H. Lacey (Chair)
Councillor G. Rose (Vice-Chair)Councillor A. Donaldson (*ex officio*)
Councillor V. FoxAbsent:

Councillor N. Cowell, Councillor C. Spackman Councillor C. Fraser

In Attendance: Cllr P. Batstone, Cllr R. Taylor and Emma Lindsay (Town Clerk)

MINUTE NUMBER	COMMENTS	RESOLUTION <i>For each item, the proposer is named first followed by the seconder</i>
18/436	PUBLIC SESSION No comments were made or questions asked.	
18/437	APOLOGIES FOR ABSENCE Apologies were received from Cllrs. Fraser, Spackman and Cowell. These apologies were accepted by the Members present	
18/438	DECLARATIONS OF INTERESTS AND DISPENSATIONS No interests were declared and consequently no written requests for dispensation had been received.	
18/439	MINUTES OF THE PREVIOUS COMMITTEE MEETING The minutes of the Finance & Personnel Committee Meeting held on 25.01.2018 having been circulated and publicised prior to the meeting were taken as read and APPROVED for signature by the committee chair as a true and correct record.	Cllr. Rose Cllr. Fox
18/440	APPROVAL OF PAYMENTS The list of payments set out below on pages 2619-2620 and the quarterly schedule of payments by direct debit and standing order and checked by Cllrs. Fox and Rose were APPROVED .	Cllr. Fox Cllr. Rose
18/351	Finance Officer Recruitment The Town Clerk presented a verbal report outlining the need to recruit a replacement Finance Officer due to the impending retirement of the current post holder. The committee reviewed the revised Job description and the proposed recruitment plan. The Clerk highlighted the additional 8 hours that had been approved in the 2018/19 budget and also explained the measures that may need to be taken to support service provision during the recruitment and handover period. The committee discussed the proposal and were supportive of the measures proposed. The Committee RECOMMENDED the APPROVAL of a replacement Finance Officer.	Cllr Fox Cllr Rose




The Chairman declared the meeting closed at 7.50 p.m.

Emma Lindsay
Town Clerk

Approved on:

Chair's signature:

A handwritten signature in black ink, appearing to be 'E. Lindsay', written over a dotted line.

Sturminster Newton Town Council Payments 29th March 2018

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
1404	002329PC	£5.20	£0.87	£4.33 28/02/18	Candy's Newsagents - Photocopier paper	£5.20
1403	002329PC	£47.80	£1.15	£46.65 28/02/18	Co-op - Refreshments etc	£47.80
	1	£40.90	£0.00	£40.90	OA Milk & Refreshments	
	2	£6.90	£1.15	£5.75	OA Toilet tissue etc	
1402	BACS1804 10A	£24.00	£0.00	£24.00 23/02/18	Clerks & Councils Direct - Subscription renewal	£24.00
1427	BACS1804 10B	£31.84	£5.31	£26.53 28/02/18	Condor Office Solutions - Photocopier	£31.84
1400	BACS1804 10C	£19.00	£0.00	£19.00 06/03/18	D.B.Window Cleaning - Office window cleaning	£19.00
1396	BACS1804 10D	£8.85	£1.48	£7.37 19/02/18	Hart & Sons (Dorset) Ltd - Hoover bags & bolt	£8.85
1401	BACS1804 10E	£48.23	£8.04	£40.19 28/02/18	Lyreco Uk Ltd - Copier paper	£48.23
1395	BACS1804 10F	£24.84	£4.14	£20.70 01/03/18	Northover G & Sons Ltd - Fuel	£24.84
1428	BACS1804 10G	£250.00	£0.00	£250.00 12/03/18	Society Of Local Council Clerks - CiLCA registration	£250.00
1397	BACS1804 10H	£11.39	£1.90	£9.49 16/02/18	Sturminster Newton Building Supplies - Wood filler	
1398	BACS1804 10H	£20.78	£3.46	£17.32 05/02/18	Sturminster Newton Building Supplies - Post spike & hand cleaner	£32.17
	1	£12.28	£2.04	£10.24	AS Post spike for cemetery	
	2	£8.50	£1.42	£7.08	AS Swarfega hand cleaner	
1399	BACS1804 10J	£123.77	£15.75	£108.02 28/02/18	The Exchange - Office recharges-February 2018	£123.77
	1	£58.69	£9.78	£48.91	OA Office electricity-February 2018	
	2	£5.81	£0.97	£4.84	OA Office alarms-February 2018	
	3	£12.00	£0.00	£12.00	OA Office water-February 2018	
	4	£27.41	£4.57	£22.84	OA Office gas-February 2018	
	5	£2.60	£0.43	£2.17	OA Office refuse-February 2018	
	6	£17.26	£0.00	£17.26	OA Office insurance-February 2018	
1429	BACS1804 10K	£10.65	£0.00	£10.65 09/03/18	Water2business - Water services-Standpipe Filbridge Rise	
1430	BACS1804 10K	£334.90	£0.00	£334.90 08/03/18	Water2business - Water services-Station Rd toilets	

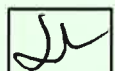
Signature

Signature

Date

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Sturminster Newton Town Council Payments 29th March 2018

Tn no	Cheque	Gross	Vat	Net Invoice date	Details	Cheque Total
1431	BACS1804 10K	£282.52	£0.00	£282.52 07/03/18	Water2business - Water services-War Memorial Recreation Ground	
1432	BACS1804 10K	£10.25	£0.00	£10.25 07/03/18	Water2business - Water services-Railway Gardens	£638.32
Total		£1,254.02	£42.10	£1,211.92		

Salaries 28th March 2018

Tn no	Cheque	Gross	Vat	Net Invoice date	Details
1417-26	BACS1803 28A-K	£11,343.63	£0.00	£11,343.63 22/03/18	Various employees Salaries March 2018
Total		£11,343.63	£0.00	£11,343.63	

