

Bedwas, Trethomas & Machen Community Council

Minutes of the meeting of the Finance, Employment & Policies Committee on Monday 23rd September 2024 at 6.30pm

PRESENT	APOLOGIES
Cllr C Morgan (Chair)	
Cllr J Winslade	
Cllr P Rosser	
Ann Butler – minutes	

1/ Declarations of Interest

None

2/ Staff contracts

The employment contracts for both Clerk and Caretaker state “after three years continuous service, three additional days leave per annum will be granted”. As both employees have served more than three years, it is recommended these changes are implemented

3/ Caretaker

A request has been received from the caretaker to reduce her working hours from 20 per week to 17.5 per week. Committee recommend full council accept this change on a 6 month trial basis, and clerk to advise BWH Management Committee

4/ Ad Hoc spending

It was recommended that, in order to keep in line with financial regulations and audit rules, any projects requiring funding not already budgeted should be approved by F,E&P prior to starting. Any spend not previously agreed will not be paid

5/ Budget review

The clerk presented a half yearly budget review. This highlighted our increased electricity usage. Our spend is currently more than half of last year’s total costs, and we haven’t yet hit the winter. It was proposed we look at the cost of installing a meter for salon electricity usage and charging separately to the rent

6/ BWH refurb costs

The budget review shows there is £4,000 in the “BWH Refurb and upgrade” budget. It is recommended this be used to support the lottery refurb spend due to unexpected additional costs

7/ Date of the next meeting 25th November at 6.30pm

Signed: *Chris Morgan* Chair

Date: 25th September 2024