

MINUTES

HERSTMONCEUX PARISH COUNCIL
EXTRAORDINARY meeting of Herstmonceux Parish Full Council
Tuesday 03rd APRIL 2018, 7.15 p.m.

Councillors: Jenny Alder; Jo Angear; Mick Goodsell; Heather Kenward; Ian Stewart – **Ch.**

RFO – Simon Goacher – Attended and took the Minutes

Members of the Public - None

No	Agenda Item	Action
1. 18.04.321	APOLOGIES FOR ABSENCE The Chair opened the meeting at 19.15hrs, welcoming Councillors present, reminding all present that, as always, the meeting was being recorded. Apologies had been received from Councillors Miss Emma Goodsell, Stephen Nash, and Mrs Clare Harrison (Clerk).	Attendances and apologies to be recorded
2. 18.04.322	DECLARATIONS OF MEMBERS' INTERESTS There were no Declarations of Interest in respect of any Agenda item	Declarations of Interest to be recorded
3. 18.04.323	MEMBERS DISPENSATION REQUESTS There were no dispensation requests	Dispensation Requests to be recorded
4. 18.04.324	RESPONSIBLE FINANCE OFFICER RECRUITMENT The Chairman, Councillor Stewart, gave the meeting a resumé of the background leading to the interview of Mrs Karen Crowhurst for the post of Responsible Finance Officer (RFO). Mrs Crowhurst had indicated her willingness to take over as RFO subject to contract etc and it was for the meeting to ratify the appointment and associated expenditure in connection with the post of RFO. The meeting discussed the requirement to purchase computer equipment and software, including a suitable accountancy package, as this was currently supplied by the current RFO in using his own equipment and software. The RFO had downloaded and circulated details of the Accountancy package 'Scribe Accounts' and, although Mr Goacher had no working knowledge of the package, stated that from the description of the package, the current set-up of the Parish Council's accounts could be replicated in Scribe Accounts. There would be a need to buy a licence of the currently used 'Money Manager' software to enable access the Parish Council's ledgers and accounts going back to 2000-2001. <ol style="list-style-type: none">1. The terms of employment would be that the salary offered is SCP 26 £23,398 per annum (F/Time) £12.161 per hour for contractual hours of 10 hours per week (£6323.72 per annum).2. The contract would be based on the model SLCC/NALC Contract of Service, as issued for Town & Parish Councils.3. That the appointment be subject to a six-month probationary period,	

and staff appraisal.

4. That all financial and allotment administration documentation will be kept within the Parish Office, which will be the base and main working place for the post of RFO, although it would be agreed that the RFO may work remotely from her home, as necessary.
5. Commencement date to be agreed.
6. That the Parish Council purchase a new laptop computer, up to the cost of £500, and that this should be suitably encrypted to conform to Data Protection requirements.
7. That the Parish Council purchase Microsoft Office 365 Business Premium package and suitable anti-virus protection for the new laptop.
8. That the Parish Council purchase a new Accountancy Package, called 'Scribe Accounts', software designed to accommodate the needs of Town & Parish Councils, at an estimated cost of £347 per annum.
9. That the Parish Council purchase a copy of 'Money Manager' at a one-off cost of £95 plus VAT to enable access to the ledgers and accounts of the Parish Council back to 2000-2001.
10. That computer equipment be suitably programmed to access the Parish Council's cloud-based storage facilities, currently, 'Dropbox, and One Drive.

RFO: to ring Mrs Crowhurst to acquaint her of the offer of Appointment.

Clerk: to prepare and issue Contract of Service, Letter of Offer of Appointment, send Employees Details & P46 Forms for completion for Payroll Bureau purposes.

Proposed; Councillor Goodsell; Seconded; Councillor Mrs Angear; All Members in favour.

5.
18.04.325

CLOSE OF MEETING

The Chairman, Councillor Stewart, thanks members for attending the meeting and **closed the meeting at 19.35pm.**

Next Full Council Meeting:

Monday 16th April 2018; Herstmonceux Village Hall, 7.30pm