NORTHLEACH WITH EASTINGTON TOWN COUNCIL
Finance and General Resources Committee

Minutes of the meeting held on 6th October 2026, 7pm
at the Westwoods Centre, Northleach

Members Present: Cllrs Matt Jackson (Committee Chairman), Brian Hulcup, Valerie Glynn, , Michael Seath, and Flam Wellman

In Attendance: Ms Pauline Rigby (Town Clerk/RFO)

1. Apologies for absence

Apologies received from Cllr Terry Morley-Blackwell.

2. Declarations of Interest

There were no interests declared.

3. Confirmation of Minutes

It was RESOLVED that the minutes of the Finance and General Resources Committee meeting held on 14 July 2026 be confirmed as a true record.

4. Grant applications:

(a) To note that Sparkhouse Creatives had not taken up the grant offered.

This was duly noted.

(b) To consider a grant application from Northleach Charter Fair Committee for £1,000 towards a Northleach 800 Year Sculpture.

It was RESOLVED to approve a grant of £1,000 to Northleach Charter Fair Committee towards a Northleach 800 Year Sculpture.

5. Financial reporting:

(a) To approve and sign the bank reconciliation to 30 September 2026.

Cllrs Jackson had verified the bank reconciliation.

It was RESOLVED that the bank reconciliation be approved.

(a) To review quarterly receipts and payments detail.

Reports had been circulated. No questions were raised.

(b) To review the budget monitoring report.

Reports had been circulated.

(c) To report transfers between council accounts.

The Clerk reported that £20,000 a month had been placed in the linked deposit account following receipt of the precept, but a better rate of return could be obtained from CCLA.

It was RESOLVED to move £20,000 into the CCLA account.

(d) To note submission of VAT return for 30 September 2026.

The Clerk confirmed that the VAT return had been submitted.

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6. To consider commissioning a building reinstatement cost assessment to ensure the Council is properly insured and avoid the risks of underinsurance.

Following a discussion, it was agreed to seek further quotations and bring the information back to the next meeting.

7. To report on internal control checks and agree arrangements for next check.

Cllr Jackson had completed checks for the first two quarters.

It was agreed that Cllr Wellman would complete the next internal control check.

8. To review and re-adopt the council's Sickness Absence Policy.

Cllr Glynn suggested and it was agreed to replace "of up to [xxx weeks] [and half pay for a further xxx weeks]." in clause 10 with "as per the terms of your contract of employment".

It was RESOLVED that the sickness absence policy as amended be adopted.

9. To consider whether the caretaker role could be restructured as an administrative role

A report had been circulated. The limited hours and working pattern of the caretaker role may be contributing to ongoing recruitment difficulties; and it was time to consider a different approach. It had therefore been suggested that the role could be restructured with a greater emphasis on the administrative and customer-facing aspects of managing the community centre. Support for community events could also be included, especially with many 800 anniversary activities being planned for 2027. Adding these duties would broaden the scope of the role and may make it attractive to a wider pool of candidates. This would be offered on a fixed-term 12-month basis initially to see if the new approach was effective.

It was RESOLVED to delegate to the Clerk the preparation of the full job description, salary point and hours, for recommendation to Full Council.

10. To exclude press and public in accordance with section 1(2) of the Public Bodies (Admissions to Meetings) Act 1960 owing to the confidential nature of the business.

It was RESOLVED that the public and press be excluded.

11. To Staffing Matters:

(a) To confirm that the Town Clerk's working hours remain as 30 hours per week.

The Clerk had continued to work 30 hours per week following resignation of the caretaker.

It was RESOLVED that the Clerk's working hours remain at 30 hours per week and be reviewed at the next committee meeting.

(b) To receive appraisal objectives and consider actions arising for the committee.

The agreed objectives had been circulated. Cllr Jackson explained that the objectives included shared objectives for the Clerk and Council to:

- review recent projects for lessons learned,
- further develop the project initiation process, and
- improve governance, ownership and delivery of councillor-led projects, ensuring that roles and responsibilities are clarified and understood.

It was agreed that informal sessions to review lessons learned, feedback on the project initiation process, and a review of current and proposed projects would take place in November-December timeframe, so it could feed into the budget preparation process.

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(c) To receive an update on pensions auto-enrolment and consider any actions arising.

The Clerk reported that, following the National Pay Award, a staff member had exceeded the earnings threshold and would be automatically enrolled.

12. Items for future meetings: (for information only)

To be added: Budget preparation and earmarked reserves (January)

13. Date of Next Meeting.

Some committee members were not available on the next scheduled meeting date.

It was RESOLVED that the next meeting be held on **Mon 11 January 2027**.

The meeting closed at 8:45 pm.

Signature of the Chairman on approval of the minutes: _____

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