

Minutes of the Finance & General Purposes Committee meeting held at the
Trowell Parish Hall on Tuesday 9th December 2014, at 8pm.

Present: Cllrs. Mrs. M. Birkitt (Chair), Mrs. L. Harley, Mrs. J. E. Bryant, Mrs. C. McGann, R. McGann & Mrs. S. Williams.

Clerk: Mrs. A. K. Mitchell.

18/14. To receive apologies for absence.

JEB moved apologies from PS (working), seconded by CMG. All in favour.

19/14. Declaration of Members' interests.

None.

20/14. To note the minutes of the previous meeting.

LH moved acceptance of the minutes of the previous meeting held on 27th May 2014, as a true record. Seconded by CMG. All in favour.

21/14. Matters arising from the minutes.

None.

22/14. Financial position to date.

LH moved to accept the Clerk's salary statement. Seconded by JEB. All in favour.

LH moved to accept the Committee budget statement. Seconded by RMG. All in favour.

23/14. 2013/2014 Annual Accounts Progress Report.

The Clerk advised that the accounts have been externally audited, signed off & advertised with no issues being raised.

24/14. Appointment of Internal Auditor for 2015/2016.

It was RESOLVED to re-appoint Mr. S. Arundel as the Council's internal auditor for 2015/2016.

25/14. To consider 2015/2016 Budget Proposals.

The Clerk advised that the proposals under discussion cannot be the final version as the Council has not yet received confirmation from BBC regarding its Council Tax base & any grant that it will be receiving for the coming financial year.

It is anticipated that this information will be received in time for the January Council meeting. The Clerk will then circulate the updated budget proposals taking into account any recommendations made by Members this evening.

Following a full discussion it was RESOLVED to take the current budget proposals forward to January Full Council for consideration once the relevant information from BBC has been received.

It was agreed that the Clerk should liaise with KER regarding the ongoing problems with the uplighters.

26/14. Setting of objectives for Committees, where appropriate up to April 2015.
It was RESOLVED that this matter be discharged from the agenda.

27/14. Christmas Lights.
The Clerk reported that all the lights have been installed & lit. It was noted that there had been a couple of rogue timer issues with the highway trees but the contractors have been quick to attend when asked.

28/14. Quality Parish Councils.
It was noted that the Clerk will be starting work on her portfolio shortly.

29/14. Health & Safety.
It was noted that progress is being made with updating the fire risk assessment.

The Clerk will shortly be undertaking a refresher on the legionella testing procedures.

It was noted the Clerk has some other projects underway regarding inspection recording etc which she will bring forward as & when workload allows.

30/14. Church Clock Update.
It was noted that an email had been received from AL & was available for Members' consideration at the meeting. It was agreed to arrange a visit on a Tuesday in the New Year.

31/14. Finance Training for Members.

It was noted that a pack will have to be put together for Councillors for the May elections to cater for any new Members & it was agreed that it would be sensible to tie the finance training in with this pack.

32/14. Mileage Payments.

Following a full discussion it was RESOLVED that the Council will continue to pay 65ppm travel costs to Members & employees for events /training etc that are held outside of the parish.

33/14. To review the Financial Regulations document.

Following a full discussion it was agreed that the Clerk with the assistance of the Chairman will review the Council’s existing financial regulations in conjunction with NALC’s newly revised standard regulations.

34/14. Emergency Planning.

It was agreed that JEB will assist the Clerk in updating the documents involved.

35/14. Automatic Enrolment for Employees.

It was noted that the Clerk will look into this in respect of the Relief Caretaker as part of the calculations for the new pay structure that comes into force next year.

36/14. Shared Parental Leave.

It was agreed that the Clerk will draw up a draft policy in due course for consideration by Members. It was noted that no current employees would be affected by this legislation at present.

37/14. Clerk’s Report.

The Clerk updated Members in respect of an ongoing insurance claim & also in regard to the recent external water leak at the parish hall.

38/14. Date of next meeting – 24th February 2015.

The meeting closed at approximately 9pm.

Signed : (Chairman).

Date :