

Minutes of the Finance & General Purposes Committee meeting held at the
Trowell Parish Hall on Tuesday 8th December 2015, at 8.15pm.

Present: Cllrs. D. Pringle (Chair), Mrs. P. Cardwell, P. Singer & Mrs. S. Williams.

Clerk: Mrs. A. K. Mitchell.

43/15. To receive apologies for absence.

**PC moved acceptance of apologies from LH & MB, seconded by SW.
All in favour.**

44/15. Declaration of Members' interests.

None.

45/15. To note the minutes of the previous meeting.

**PC moved acceptance of the minutes of the previous meeting held on 6th
October 2015, as a true record. Seconded by SW. All in favour.**

46/15. Matters arising from the minutes.

None.

47/15. Financial position to date.

**SW moved to accept the Clerk's salary statements. Seconded by PC. All
in favour.**

**SW moved to accept the Committee budget statements. Seconded by
PC. All in favour.**

The Clerk addressed a number of queries on various matters. It was concluded that all the points raised should form part of the training planned for February.

48/15. 2014/2015 Annual Accounts Progress Report.

It was noted that a copy of the audited Annual Return has been posted on the Parish Council website as previously agreed.

49/15. 2015/2016 Annual Accounts Progress Report.

Appointment of an internal auditor – **It was RESOLVED that Mr. S. Arundel be appointed as internal auditor for the 2015/2016 audit. All in favour.**

The Clerk is working through any outstanding bank reconciliations & is getting them up to date.

50/15. Christmas Lights.

It was reported that all the lights have been installed & are working.

The Clerk advised that there have been issues with gale damage to the tree in the church grounds. It was agreed that this location will have to be reviewed as part of the 2016 project.

The Clerk is querying timer issues with the contractor regarding all the tree lights but has received no response to date.

It was noted that AMP have had to attend the lights at the Parish Hall on a number of occasions due to the high winds.

It was noted that some of the lights are dangling from the tree in the church grounds over the carriageway – the Clerk will report this as a matter of urgency.

51/15. Quality Parish Councils.

It was noted that the Clerk hopes to resume her studies in the New Year.

52/15. Health & Safety.

It was noted that permanent signs for the car park have been ordered. Further health & safety updates will be coming online in the New Year. The Clerk advised Members in respect of two new health & safety guidance documents which had recently been issued to the caretaking staff – these related to legionella & working at height.

Car Park line marking – in response to a query the Clerk confirm that there is money in the budget to complete these works if approved.

53/15. Church Clock Update.

It was noted that the engineers have again tried to book the clock service through the Clerk. They have again been directed to the Rev. Andy Lord.

54/15. Finance Training for Members.

As promised training materials will be distributed shortly with the training itself taking place in February.

55/15. Emergency Planning.

The Clerk & Chairman will be picking this up on the Chair’s return from holiday.

56/15. Automatic Enrolment for Employees.

Work is ongoing in respect of this issue, the Clerk will report back further in February.

57/15. Shared Parental Leave.

It was agreed to defer this until the February Committee meeting.

58/15. Parish Office - High Speed Broadband.

The transfer to high speed broadband is currently in hand but there are some technical issues to be resolved first. The Clerk is currently awaiting a response from BT Openreach before she can proceed further.

59/15. To consider 2016/2017 Budget Proposals.

It was noted that final confirmation is still awaited from BBC & a fully updated/ amended proposal will, therefore be submitted to the January Council meeting for consideration.

60/15. Clerk’s Report.

There was nothing further to report at this time.

61/15. Date of next meeting - Tuesday 23rd February 2016.

The meeting closed at approximately 8.55pm.

Signed: (Chairman).

Date: