

Minutes of the Finance & General Purposes Committee meeting held at the
Trowell Parish Hall on Tuesday 23rd February 2016, at 7.15pm.

Present: Cllrs. Mrs. M. Birkitt (Chair), Mrs. L. Harley, P. Singer & Mrs. S. Williams.

Clerk: Mrs. A. K. Mitchell.

62/15. To receive apologies for absence.

LH moved acceptance of apologies from PC, seconded by PS. All in favour.

63/15. Declaration of Members' interests.

None.

64/15. To note the minutes of the previous meeting.

LH moved acceptance of the minutes of the previous meeting held on 8th December 2015, as a true record. Seconded by SW. All in favour.

65/15. Matters arising from the minutes.

None.

66/15. Financial position to date.

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

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

67/15. 2015/2016 Annual Accounts Progress Report.

Appointment of an internal auditor - SA has accepted the appointment & will be coming to the office to carry out the audit in late April/early May.

68/15. Christmas Lights.

It was reported that following the February Council meeting the Clerk is placing an order for replacement lights with Leisure Lites as agreed.

It was noted that an email has been received from Blachere Illuminations - Members were asked if they wanted the Clerk to obtain a quote for the 2016 display from this company. It was agreed not to at this stage.

69/15. Local Council Award Scheme.

It was noted that there was nothing further to report following the February Council meeting.

70/15. Health & Safety.

It was noted that the car park marking works are complete; some signage has already been installed with more to follow.

Members were asked to consider feedback received from CMG & RMG. The Clerk reported that she was pleased with how Monday & Tuesday had gone on the morning school run. She has been out on the car park explaining the changes to people & thanking them for their co-operation. The new layout is leaving at least 4-6 spaces free which means more parents will be able to use the facility than previously. It was agreed that the Clerk should send a positive feedback email to the school on Thursday if nothing changes.

It was agreed that the Clerk should obtain a quote for a reflective Exit -> sign & also obtain a price for the school hazard signs mentioned by the supplier Signs Direct who have supplied the exit/entrance signs.

71/15. Church Clock Update.

It was noted that update has been received from AL in this regard. It was agreed that a reminder should be sent to AL confirming that the Parish Council will need sight of 3 quotes for the works before Members can make any decision regarding a contribution to the scheme.

72/15. Finance Training for Members.

Members were issued with the first part of the training pack - "Income". The Clerk then went through the contents. Further installments will be released as soon as they are available, these will include items such as expenditure, budgeting & reports etc.

It is intended for these packs to build up into a reference document which can be revised as & when necessary.

73/15. Emergency Planning.

The Clerk has arranged a meeting with the Chairman to discuss this item further.

74/15. Automatic Enrolment for Employees.

The Council's preferred pension scheme was agreed upon at the February Full Council Meeting & so the Clerk will now implement this decision.

75/15. Shared Parental Leave.

It was agreed that the Clerk should draft a suitable document.

76/15. Parish Office – High Speed Broadband.

This project is now complete & the Clerk will now try to obtain a refund for the downtime incurred prior to installation. The new service has made a positive difference for the Clerk.

Thanks were recorded to the Clerk & GL for their patience during this project & to CMG & RMG for the loan of an Ethernet cable.

77/15. 2016/2017 Budget.

Members were asked to note the final report which had been approved by Full Council in January.

78/15. 2016 Annual Parish Meeting.

The draft agenda supplied by the Clerk was approved by Members.

79/15. Mobile Friendly Website.

No costings have been received to date – the Clerk was asked to chase GL accordingly.

80/15. Clerk’s Report.

Flagpole – it was noted that this has been purchased & is now in use in the hall foyer.

Polling Station Update – The Clerk advised members of the latest information received from BBC on this issue.

Statistics for civil parishes – It was agreed that the Clerk should look into completing this if the task is not too onerous.

Jazz in Village – Before putting this to full Council for consideration it was agreed to ask what their flat rate fee would be & also for their upcoming availability.

81/15. Date of next meeting – Tuesday 24th May 2016 - tbc.

The meeting closed at approximately 7.57pm.

Signed: (Chairman).

Date: