

Minutes of the Finance & General Purposes Committee meeting held at the  
Trowell Parish Hall on Tuesday 28<sup>th</sup> February 2017, at 7.35pm.

Present: Cllrs. Mrs. L. Harley (Chair), Mrs. M. Birkitt, P. Singer, D. Pringle & Mrs. H. Cumberpatch.

Clerk: Mrs. A. K. Mitchell.

61/16. To receive apologies for absence.

**MB moved apologies from SW, seconded by PS. All in favour.**

62/16. Declaration of Members' interests.

None.

63/16. To note the minutes of the previous meeting.

**The minutes of the previous meeting held on 13<sup>th</sup> December 2016, were duly noted.**

64/16. Matters arising from the minutes.

None.

65/16. Financial position to date.

**It was RESOLVED to accept the latest financial statement as at 20<sup>th</sup> February 2017 & the Clerk's latest salary statement as at 20<sup>th</sup> February 2017. All in favour.**

66/16. Christmas Lights.

It was noted that the Clerk is currently awaiting a response from Leisure Lites for the 2017 lighting scheme. The Clerk has also chased a quote from AMP for uplighters for the 3 cherry trees in front of the Parish Hall.

It was agreed that the obsolete uplighter units be donated to a local collector for their display.

It was agreed that the Clerk should obtain a quote from AMP for the 2017 Parish Hall Christmas lighting scheme. **Clerk to action.**

67/16. Local Council Award Scheme.

The Clerk had nothing further to report following the recent February Council meeting.

68/16. Health & Safety.

It was noted that DP & the Clerk met late the previous week on this issue & the Clerk is now in a position with DP's assistance to start drawing up new risk assessment & COSHH documentation as required.

**Clerk & DP to action.**

69/16. Church Clock Update.

It was noted that following the decision at February Full Council, the Clerk had emailed AL to ask how much the Church itself is prepared to commit to funding the necessary work - no response has been received to date.

70/16. Finance Training for Members.

Members were issued with the fifth part of the training pack - "Monthly LGPS Return". The Clerk addressed a query relating to the additional contributions element of the document. It was noted that Members were welcome to contact the Clerk directly should they have any other queries on this item at a later stage.

71/16. Emergency Planning.

It was noted that this item had been "parked" for the time being whilst other issues are being addressed.

72/16. Parish Office - High Speed Broadband.

It was noted that the office contract along with the Clerk's mobile phone contract have been updated as previously agreed. It was therefore agreed to discharge this matter from the agenda for the time being. All in favour.

73/16. HR Responsibilities.

It was noted that this item had been referred back to this Committee by Full Council in January to look & some of the suggestions raised by Members.

As a result of feedback from PGC made directly to the Clerk, the Clerk has obtained from NALC a guide on Chairmanship, each Member has been issued with a copy of this to add to their Members Pack.

Members had also been provided with a working paper which had been prepared by LH & the Clerk in response to Council's request.

HC was concerned that any document should only be a guide to good practice & not be formally adopted as if adopted it could have implications on any future disciplinary matters. LH advised that the document had been produced purely as general guidance to be kept in the

Members Packs & naturally each Chairman has the right to Chair in their own style.

A full, detailed discussion then took place & various amendments were suggested. These will be incorporated in the draft document before it is submitted to Full Council for consideration. **Clerk to action.**

**It was RESOLVED to remove the item referring to the attendance of additional Members at the Clerk’s review meetings from the draft document & insert it into item 11 of the Clerk’s contract of employment. 3 For, 1 Abstention - Motion carried.**

74/16. Security Contract.

The Clerk is following up on this with BBC as agreed at the February Council meeting.

75/16. Merchant Accounts.

The Clerk had been in touch with Global Pay earlier in the day & they will arrange for the necessary documentation to be emailed through to the Clerk for attention shortly.

76/16. 2017/2018 Budget.

Noted.

77/16. Clerk’s Report.

Draft APM Agenda - It was agreed to defer the issuing of this agenda until after the March Council meeting when a new Council Chairman will have been elected.

78/16. Date of next meeting - Tuesday 23<sup>rd</sup> May 2017.

The meeting closed at approximately 8.25pm.

Signed: ..... (Chairman).

Date: .....