

Minutes of the Finance & General Purposes Committee meeting held at the  
Trowell Parish Hall on Tuesday 2<sup>nd</sup> June 2015, at 8.15pm.

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

Clerk: Mrs. A. K. Mitchell.

01/15. To receive apologies for absence.

None.

02/15. To elect a Chairman.

**CLLR. MRS. MARGARET BIRKITT** was proposed as Chairman. Moved by Cllr. Singer, seconded by Cllr. Mrs. Harley.

Cllr. Mrs. Birkitt accepted the nomination.

There were no further nominations.

The motion was put to the vote: All in favour.

**CLLR. MRS. MARGARET BIRKITT** was therefore duly elected as Chairman.

03/15. To elect a Vice-Chairman.

**CLLR. DON PRINGLE** was proposed as Vice-Chairman. Moved by Cllr. Mrs. Harley, seconded by Cllr. Mrs. Williams.

Cllr. Pringle accepted the nomination.

There were no further nominations.

The motion was put to the vote: All in favour.

**CLLR. DON PRINGLE** was therefore duly elected as Vice - Chairman.

04/15. Declaration of Members' interests.

None.

05/15. To note the minutes of the previous meeting.

LH moved acceptance of the minutes of the previous meeting held on 24<sup>th</sup> February 2015, as a true record. Seconded by SW. All in favour.

06/15. Matters arising from the minutes.

None.

07/15. Annual Review of Committee Terms of Reference.

It was agreed that no changes were necessary at this time.

08/15. 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.

The Clerk addressed a query from MB regarding interest on bank accounts.

09/15. 2014/2015 Annual Accounts Progress Report.

It was noted that an end of year bank reconciliation, draft statement of accounts & draft Annual Return was available to members this evening.

10/15. Internal Audit 2014/2015.

SA is visiting tomorrow - this had to be rearranged due to his work commitments.

MB thanked the Clerk for all her hard work in respect of the accounts.

11/15. Christmas Lights.

The Clerk reported that the main display order has already been approved by Full Council. The Clerk is chasing the quote for the wreath displays & is organizing the quote for the Parish Hall lights as usual noting that the foyer roof tree needs replacing. The order for the removal of the uplighters has been placed with NCC.

12/15. Quality Parish Councils.

The Clerk is aiming to complete her draft portfolio by the end of the summer recess.

13/15. Health & Safety.

It was noted that the policy statement needs resigning - this is on the agenda for next week's full Council meeting & DP offered to assist the

Clerk with any issues she needs help with. This offer was gratefully received.

14/15. Church Clock Update.

It was noted that a site visit has been arranged for next week.

15/15. Finance Training for Members.

It was agreed that this will take place on Tuesday 6<sup>th</sup> October 2015 prior to the start of the Planning & Environment Committee meeting & will be open to all Members who wish to attend.

16/15. To review the Financial Regulations document.

The Clerk will resume work on this following completion of this year's audit.

17/15. Emergency Planning.

Nothing further to report – this will be actioned as soon as workload allows.

18/15. Automatic Enrolment for Employees.

It was noted that the Clerk is following guidance recently issued to her by the HMRC – she will report back to the next Committee meeting.

19/15. Shared Parental Leave.

Nothing further to report – This is a matter of low priority at present & will be actioned as soon as workload allows.

20/15. Parish Office – High Speed Broadband.

The Clerk is currently collating quotes & will report back to the earliest possible Council meeting.

21/15. To review the Parish Clerk's contracted hours.

LH reported that the current TOIL system to cover for additional hours worked is just compounding the problem of increased workload. As the Clerk's Line Manager LH suggested that her hours should be increased by 4hrs per week & the TOIL system abandoned. Including oncosts (LGPS contributions etc) this would cost around £3,000pa which this year could be funded through NNDR savings, increased Parish Hall hiring's & contingencies.

**PS proposed that the Clerk's contracted hours be increased from 21 to 25hours per week with effect from 1<sup>st</sup> July 2015. Seconded by SW. All in favour.**

22/15. Clerk's Report.

The Clerk had nothing further to report at this stage.

23/15. Date of next meeting - 6<sup>th</sup> October 2015.

The meeting closed at approximately 9pm.

Signed : ..... (Chairman).

Date : .....