

Minutes of the Finance & General Purposes Committee meeting held at the
Trowell Parish Hall on Tuesday 24th May 2016, at 8.20pm.

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

Clerk: Mrs. A. K. Mitchell.

01/16. To receive apologies for absence.

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

02/16. To elect a Chairman.

CLLR. MRS. LYN HARLEY was proposed as Chairman. Moved by Cllr. Mrs. Williams, seconded by Cllr. Singer.

Cllr. Mrs. Harley accepted the nomination.

There were no further nominations.

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

CLLR. MRS. LYN HARLEY was therefore duly elected as Chairman.

03/16. To elect a Vice-Chairman.

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

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.

04/16. Declaration of Members' interests.

None.

05/16. To note the minutes of the previous meeting.

SW moved acceptance of the minutes of the previous meeting held on 23rd February 2016, as a true record. Seconded by DP. All in favour.

06/16. Matters arising from the minutes.

None.

07/16. Annual Review of Committee Terms of Reference.

No amendments were proposed at this time.

08/16. Financial position to date.

It was noted that the Clerk had not received any questions on these reports prior to the meeting.

2015/2016 - It was noted that if the planned carry forwards on these budgets are actioned there will be a significant overspend on the Committee & the reasons for this were discussed.

It was RESOLVED that this issue should be referred to full Council for consideration before the Clerk takes any action. All in favour.

PS moved to accept the Committee budget statement. Seconded by DP. All in favour.

2016/2017 - It was noted that no brought forward figures for this Committee have been actioned as yet for the reasons outlined above.

PS moved to accept the Committee budget statement. Seconded by DP. All in favour.

Clerk's Salary Statement 2015/2016 - The reasons overspend on this budget heading were duly noted.

PS moved to accept the Clerk's salary statement. Seconded by DP. All in favour.

Clerk's Salary Statement 2016/2017 - An updated statement up to & including May's salary payments was available to Members at the start of the meeting for their records.

PS moved to accept the Clerk's salary statement. Seconded by DP. All in favour.

The Clerk advised that a copy of the 2016-2018 national salary award is being circulated to all Members this evening. The 2016 award is back dated to 01/04/16 & so the Clerk/RFO will have to make adjustments to all staff salaries in the June calculations.

The new investment account has been opened with HSBC as previously agreed.

The Clerk is to meet with the new F&GP Chairman to formulate a proposed transfer of funds between accounts to minimize risk - this proposed transfer will be reported to June Council for consideration.

09/16. 2015/2016 Annual Accounts Progress Report.

The internal audit was carried out last week - there were no issues to report. A copy of the internal audit report has been circulated to all Members for information.

The Annual Return & Statement of Accounts has been completed & was presented to a short Council meeting earlier this evening for approval.

Following the approval of the documents the Clerk will submit them to the external auditors before the due date of 17th June 2016.

LH thanked the Clerk for her hard work in completing the accounts well inside the new deadline.

DP requested that consideration be given to changing how the financial information is presented on the pre-APM newsletter.

10/16. Christmas Lights.

It was noted that the Clerk has ordered the additional feeder pillar as agreed at May full Council.

11/16. Local Council Award Scheme.

It was noted that the Clerk is to report on this matter at the June full Council meeting.

12/16. Health & Safety.

It was noted that the car park signage has been received & that staff are currently awaiting the delivery of a suitable drill to enable them to be installed.

13/16. Church Clock Update.

It was noted that there was nothing further to report on this issue at this time.

14/16. Finance Training for Members.

Members were issued with the second part of the training pack – “Expenditure”. The Clerk then went through the contents.

Due to the length of time between meetings it was agreed that the Clerk should issue sections in between & then Members can feedback with any queries or questions.

15/16. Emergency Planning.

The Clerk has met with LH on this issue & hopes to have an updated draft document available for consideration at the October meeting.

DP requested that the key holder notice be updated in the interim with PC’s details until a fresh copy is generated after the election of the new PHGC Chair.

16/16. Automatic Enrolment for Employees.

The Clerk cannot now do anything further until August when the Council’s compliance date comes into force. The Clerk will then activate the Council’s declaration at that point.

17/16. Shared Parental Leave.

The Clerk is currently obtaining up to date information on this issue before proceeding further.

18/16. Parish Office – High Speed Broadband.

A refund has been obtained for December 2015 & January 2016.

19/16. 2016 Annual Parish Meeting.

The draft minutes were approved at the May Council meeting.

20/16. Mobile Friendly Website.

Following Members feedback, GL is not pursuing this matter further at present. It was therefore agreed to discharge this matter from the agenda.

21/16. Clerk’s Report.

NNDR & rating revaluation update – This has now been completed.

22/16. Date of next meeting – Tuesday 4th October 2016.

The meeting closed at approximately 8.45pm.

Signed: (Chairman).

Date: