

Minutes of the Finance & General Purposes Committee meeting held at the  
Trowell Parish Hall on Tuesday 23rd May 2017, at 8.00pm.

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

Clerk: Mrs. A. K. Mitchell.

01/17. To receive apologies for absence.

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

02/17. 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.

03/17. To elect a Vice-Chairman.

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

04/17. Declaration of Members' interests.

PS declared a non-pecuniary interest in item 13/17 on the agenda.

05/17. To note the minutes of the previous meeting.

**SW moved acceptance of the minutes of the previous meeting held on 28th February 2017, as a true record. Seconded by DP. All in favour.**

06/17. Matters arising from the minutes.

None.

07/17. Annual Review of Committee Terms of Reference.

No amendments were proposed at this time.

08/17. Financial position to date.

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

2016/2017 –

**It was RESOLVED that the Clerk make the necessary transfers between codes to facilitate the 2017/2018 brought forward figures as previously agreed during the budget process. All in favour.**

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

2017/2018 – It was noted that no brought forward figures for this Committee have been actioned as yet for the reasons outlined above.

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

Clerk's Salary Statement 2016/2017 –

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

Clerk's Salary Statement 2017/2018 – An updated statement up to & including May's salary payments was available to Members at the start of the meeting for their records.

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

09/17. 2016/2017 Annual Accounts Progress Report.

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 17<sup>th</sup> June 2017.

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

10/17. Christmas Lights.

Members were asked to consider the quote supplied by Leisure Lites for the coming year.

It was agreed to consult AL regarding the options for lighting the Church grounds.

11/17. Local Council Award Scheme.

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

12/17. Health & Safety.

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

13/17. Church Clock Update.

DP advised Members of the latest situation regarding grants received by the Church towards the clock.

**It was RESOLVED to award a grant of £500 towards the Church clock repaired on condition that in future years the Council is provided with a copy of the annual service document each year. All in favour.**

PS asked if enquiries could be made to see if the clock chimes could be turned off between midnight & 6am as he has received complaints on this issue.

14/17. Finance Training for Members.

Members were issued with the second part of the training pack – “Bank Reconciliations”. The Clerk advised Members that they are free to contact the Clerk at any time with queries.

15/17. Emergency Planning.

The Clerk will present a progress report at the October Committee meeting.

16/17. HR Responsibilities.

Members were provided with a copy of the Clerk’s revised contract document for consideration – this was approved.

The Clerk had supplied Members with an anti-bullying & harassment policy for consideration. It was agreed that the Clerk should amend this as appropriate & then present it to Full Council for consideration.

17/17. Security Contract.

The Clerk has chased BBC & has been advised that they are looking at the proposed amendments & will contact the Council again shortly.

18/17. Merchant Accounts.

The Clerk will be installing the new machine at the hall as soon as demand allows.

19/17. Clerk’s Report.

There was nothing further to report at this time.

20/17. Date of next meeting – Tuesday 3rd October 2017.

The meeting closed at approximately 8.30pm.

Signed: ..... (Chairman).

Date: .....