

Minutes of the Finance & General Purposes Committee meeting held at the
Trowell Parish Hall on Tuesday 6th October 2015, at 8.45pm.

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

Clerk: Mrs. A. K. Mitchell.

24/15. To receive apologies for absence.

None.

25/15. Declaration of Members' interests.

None.

26/15. To note the minutes of the previous meeting.

LH moved acceptance of the minutes of the previous meeting held on 2nd June 2015, as a true record. Seconded by SW. All in favour.

27/15. Matters arising from the minutes.

None.

28/15. Financial position to date.

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

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

29/15. 2014/2015 Annual Accounts Progress Report.

It was noted that copies of the audited Annual Return had been provided to Members prior to this meeting.

The Clerk reported on the items for attention, the accounts had been signed off with no items for concern.

A copy of the accounts along with the inspection notice has been posted on the main noticeboard as required. It was agreed that the Clerk may load a copy of the completed accounts onto the website.

It was noted that the Council has been charged the standard fee & Members were asked to note the changes to the audit timetable for next year. The Clerk will therefore bring a draft action plan to the next meeting.

30/15. Christmas Lights.

It was reported that hopefully the uplighters will be removed & returned to the office this Thursday. The Clerk has completed the licence application as far as she can – she is currently awaiting receipt of the necessary backing documentation from the contractors before submitting it to NCC.

The quotation for lighting the Parish Hall was available this evening for Members' consideration.

It was RESOLVED to accept the quotation of £1,170 exc VAT from AMP Electrical. All in favour.

31/15. Quality Parish Councils.

It was noted that this had unfortunately had to be put on hold over the summer due to unforeseen circumstances. The clerk will recommence work on this project next week & will report back accordingly in December.

32/15. Health & Safety.

It was noted that temporary signs have been placed on the car park barrier & pedestrian gate – these to be replaced with permanent ones at the earliest opportunity.

33/15. Church Clock Update.

It was noted that there was nothing further to report following the update given at the September Council meeting.

34/15. Finance Training for Members.

It was noted that this had been postponed due to the earlier informal meeting. This will now take place on the February Committee date, with the training materials being distributed in December to allow members the time to read through them at their leisure prior to the training. This will also allow changes which have arisen through the adoption of the new financial regulations document to be incorporated in the training materials.

35/15. Financial Regulations Review.

Copies of the newly approved regulations are being distributed to Members this week – the Clerk will now work through every section to ensure full compliance is being achieved.

36/15. Emergency Planning.

The Clerk is to discuss this further with the Chair of the Council at their next meeting.

37/15. Automatic Enrolment for Employees.

The Clerk has received the initial letter. The Council’s staging date is 1st August 2016. The Clerk has registered as the point of contact & carried out the quick assessment process. Further steps will be completed before the next committee meeting & the Clerk will report back then.

38/15. Shared Parental Leave.

A draft document has been circulated to Members this evening for consideration – this matter will be considered further at the next Committee meeting.

39/15. Parish Office – High Speed Broadband.

Following receipt of information from the current supplier it was RESOLVED to change tariff & upgrade to the high speed option. All in favour.

40/15. To consider 2016/2017 Budget Proposals.

Following a detailed discussion it was agreed to submit the first draft of the budget proposals to Council at its October meeting for consideration. All in favour.

41/15. Clerk’s Report.

Flagpole issue – **It was RESOLVED to purchase a flagpole & suitable flag for the foyer. All in favour.**

42/15. Date of next meeting – Tuesday 8th December 2015.

LH gave her apologies for the following meeting.
The meeting closed at approximately 9.20pm.

Signed: (Chairman).

Date: