

Minutes of the Finance & General Purposes Committee meeting held at the
Trowell Parish Hall on Tuesday 4th October 2016, at 7.45pm.

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

Clerk: Mrs. A. K. Mitchell.

23/16. To receive apologies for absence.

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

24/16. Declaration of Members' interests.

None.

25/16. To note the minutes of the previous meeting.

The minutes of the previous meeting held on 24th May 2016, were duly noted.

26/16. Matters arising from the minutes.

None.

27/16. Financial position to date.

It was RESOLVED to accept the latest financial statement as at 27th September 2016 & the Clerk's latest salary statement as at 20th September 2016. All in favour.

It was noted that copies of the 2016-2018 national salary award had been circulated to all Members for their records.

28/16. 2015/2016 Annual Accounts Progress Report.

As previously reported at the September Council meeting, the Annual Return has been signed off by the external auditors with no issues being raised. This has been advertised in accordance with the relevant regulations.

29/16. Christmas Lights.

It was noted that the Clerk has submitted the licence application to NCC for consideration.

The Clerk has confirmed with Leisure Lites that everything is in hand. The Clerk has chased AMP Electrical for their quote for the Parish Hall lights.

The Clerk has received confirmation from NCC that the new feeder pillar on Cossall Road will be installed in the next two to three weeks – the Clerk will advise Leisure Lites accordingly. **Clerk to action.**

30/16. Local Council Award Scheme.

The Clerk intends to start work on her CiLCA portfolio, the week commencing 17th October 2016. **Clerk to action.**

31/16. Health & Safety.

The Clerk provided Members with copies of the HSE's Risk Assessment Guide for their records. She also provided copies of guidance on risk assessments for village halls & requested some assistance in completing this. DP kindly offered to help & will arrange a date to do this with the Clerk following his forthcoming holiday. **DP & Clerk to action.**

It was noted that the installation of some of the new car park signage remains outstanding as a special drill bit is required. These have now been received & so the Caretaker can proceed accordingly.

Caretaker to action.

32/16. Church Clock Update.

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

33/16. Finance Training for Members.

Members were issued with the third part of the training pack – “Budgets”. Upon reviewing the document it was agreed that the Clerk should bring a sample of a revised print (colourwise) to the next Council meeting for approval in regards to ease of reading, once approved fresh copies can be issued to Members. **Clerk to action.**

34/16. Emergency Planning.

The Clerk reported that she had met with LH on this issue but had been obliged to park is initiative at present due to other commitments.

It was agreed that LH & the Clerk will meet again on this following November's Council meeting & will report back to this Committee's next meeting in December. **LH & Clerk to action.**

In response to advice offered by DP it was agreed that the Clerk should purchase a further flash drive to store an additional copy of records in the Council's fire-proof safe. **Clerk to action.**

35/16. Automatic Enrolment for Employees.

The Clerk advised that she has completed the declaration of compliance as required & that pension arrangements with employees are under constant review as & when salaries are paid. It was agreed therefore to discharge this matter from the agenda for the time being.

36/16. Shared Parental Leave.

It was noted that Members had been supplied with a sample policy document from ACAS on this issue.

It was RESOLVED that the Clerk should contact NALC on this issue to see if it is necessary for the Council to have a policy on this issue at this time. All in favour. Clerk to action.

37/16. Parish Office – High Speed Broadband.

It was noted that this contract is due for renewal in December – it was agreed that the Clerk should bring price comparisons to the November Full Council meeting for consideration. **Clerk to action.**

38/16. HR Responsibilities.

PGC reported recommendations in respect of the position of the Clerk's Line Manager that had been brought to her attention at a recent Chairmanship course she had attended. She also reported on initiatives currently being undertaken in her position as the Clerk's present Line Manager which will feed through to full Council in due course.

It was RESOLVED that this issue should be submitted to the November full Council meeting for consideration by Members. All in favour. Clerk to action.

39/16. To Consider 2017/2018 Budget Proposals – documents previously circulated.

Following a detailed discussion it was **RESOLVED to amend the draft document as follows – amalgamate the three budget headings Festival of Britain, Summer Event & Christmas Event into one to be called the Festival of Britain Village Community Event Fund. All in favour.**

Clerk to action.

The Clerk was asked to bring copies of the latest Calor Village prize money statement to the next Committee meeting. **Clerk to action.**

40/16. Clerk's Report.

The Clerk had nothing further to report.

41/16. Date of next meeting – Tuesday 13th December 2016.

The meeting closed at approximately 8.30pm.

Signed: (Chairman).

Date: