

Minutes of the Finance & General Purposes Committee meeting held at the
Trowell Parish Hall on Tuesday 3rd October 2017, at 8.00pm.

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

Clerk: Mrs. A. K. Mitchell.

21/17. To receive apologies for absence.

None.

22/17. Declaration of Members' interests.

None.

23/17. To note the minutes of the previous meeting.

Noted.

24/17. Matters arising from the minutes.

None.

25/17. Financial position to date.

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

DP moved to accept the 2017/2018 Committee budget statement. Seconded by SW. All in favour.

SW moved to accept the Clerk's 2017/2018 salary statement. Seconded by DP. All in favour.

Authorizing Bank Payments & Transfers – Members were asked to not this information. This Council still operates the two signature rule & the Clerk/RFO sees no reason to change this as it protects both the Council & staff.

Medium Term Financial Planning – It was agreed that this requires cross-committee planning.

It was RESOLVED that the Council should undertake a medium term financial planning exercise as a cross committee working party. All in favour.

26/17. 2016/2017 Annual Accounts Progress Report.

As reported at September Full Council the 2016/2017 audit has now been concluded.

All required information has been loaded onto the website.

27/17. Christmas Lights.

It was noted that this year's licence form was received in the office the previous day. The clerk will now complete this & submit it as required. The information need from the contractors has been requested.

As in previous years, Members are requested to report any issues with any of the lighting displays to the office/Clerk as soon as possible.

28/17. Local Council Award Scheme.

It was noted that the Clerk had to suspend work on this over the Summer period due to staffing issues - she will be able to pick this up again following the October Full Council meeting.

29/17. Health & Safety.

It was noted that DP has completed some of the COSHH reports & passed them to the Clerk for retention.

30/17. Church Clock Update.

It was noted that the grant cheque has been signed by Members this evening.

31/17. Finance Training for Members.

Members were issued with - "The Annual Statement of Accounts". The Clerk advised Members that they are free to contact the Clerk at any time with queries.

32/17. Emergency Planning.

It was noted that the Clerk had to suspend work on this over the Summer period due to staffing issues - she will be able to pick this up again following the October Full Council meeting.

33/17. HR Responsibilities.

To consider a proposal from MB - To consider appointing a Temporary Admin Assistant (a working paper had been circulated prior to the meeting).

It was discussed that the Clerk needs some assistance in the office due to an ever increasing workload which has left her "snowed under" for some time now. This is no reflection on the Clerk's performance & is designed to take the pressure off at busy times & provide some cover when the Clerk takes leave.

LH outlined the working party's vision to provide the Clerk with some support on a day-to-day basis.

The Clerk stated that she had never had an objection to the suggestion of appointing an assistant, just the previous remit that had been outlined as only in connection with Parish Hall matters. It was agreed that the working party would liaise with the Clerk on this matter.

It was RESOLVED to appoint a Temporary Admin Assistant. All in favour.

It was noted that the Clerk has had annual leave approved for October half-term. Plans therefore need to be put in place in respect of cover when the Caretaker is at the hall. It was agreed, in the first instance to ask the Relief Caretaker if he is able to provide the necessary cover.

Clerk to action.

34/17. Security Contract.

Following on from last week's PHGC meeting the Clerk had contacted BBC again & is endeavoring to be in a position to move this forward at October's Full Council meeting.

35/17. Merchant Accounts.

The Clerk advised that the machine has been installed & is operational. It was therefore agreed to discharge this matter from the agenda.

36/17. To consider 2018/2019 Budget Proposals.

It was agreed to take the draft budget proposals forward to Full Council for further consideration. It was noted that no information has been received from BBC as yet.

It was agreed that the new Admin Post will need to be split over Committee's if it is to have a wider remit.

DP expressed concern in respect of the disparity in hall hire rates. He requested that the PHGC review what the various regular hirers pay for use of the hall & what set up is involved for staff in respect of these bookings.

37/17. Operation London Bridge - documents previously circulated.

It was RESOLVED that the Council Chairman, Vice-Chairman & Committee Chairman should liaise on respect of this matter. All in favour.

Members to action.

38/17.Changes to Data Protection Legislation – documents previously circulated.
It was agreed to wait for GC to report back on the course he is attending in December in respect of these changes.

39/17.Main Noticeboard.
It was agreed that the Clerk should obtain quotes for a replacement noticeboard. Clerk to action.

40/17.Clerk’s Report.
The Clerk raised a query regarding the Parish Hall grille with DP. DP was able to assist & so the Clerk will report back to the Caretaking staff accordingly.

41/17.Date of next meeting – Tuesday 27th February 2018.
The meeting closed at approximately 9pm.

Signed: (Chairman).

Date: