

Minutes of the Finance & General Purposes Committee meeting held at the
Trowell Parish Hall on Tuesday 27th February 2018, at 7.50pm.

Present: Cllrs. Mrs. L. Harley (Chair), P. Singer, D. Pringle, Mrs. M. Birkitt,
G. Cotton & Mrs. J. Murden (Asst. to the Clerk).

Clerk: Mrs. A. K. Mitchell.

42/17. To receive apologies for absence.

It was RESOLVED to accept apologies from MW. All in favour.

43/17. Declaration of Members' interests.

None.

44/17. To note the minutes of the previous meeting.

Noted.

45/17. Matters arising from the minutes.

None.

46/17. Financial position to date.

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

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

The Clerk addressed various queries on the next statement.

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

The Clerk was asked, in future to circulate copies of the Council's credit card statement to all Members upon its receipt.

It was agreed that the General Admin code is too vague a description & it was agreed to review its parameters in time for changes to be made in the 2019/2020 budget process.

It was noted that the Clerk has requested all the relevant documents required from the Council's banks to update signatory lists etc.

Medium Term Financial Planning - It was agreed that this will be considered at the next Committee Meeting, once the annual audit is complete.

47/17. 2017/2018 Annual Accounts Progress Report.

It was noted that the arrangements for the internal audit appointment are in hand.

48/17. Christmas Lights.

It was noted that the Clerk has chased the relevant quotes but no response has been received to date.

49/17. Local Council Award Scheme.

It was noted that the Clerk aims to have completed her CiLCA qualification in time for the 2019 elections to enable the Council to consider applying under this scheme.

50/17. Health & Safety.

It was noted that various risk assessments, COSHH reports etc are in hand with DP & JM.

51/17. Finance Training for Members.

It was noted that the Council are currently awaiting receipt of the 2018 training timetable from NALC.

52/17. Emergency Planning.

It was noted that the procedure document for use of the Parish Hall by the school as an emergency shelter has been updated.

The public & press were excluded from the meeting for item 53/17 of business on the agenda on the grounds that it involved the likely disclosure of exempt information & the item was moved to the end of business as a result.

53/17. HR Responsibilities.

54/17. Security Contract.

It was noted that BBC are arranging to collect a set of keys from the office. The Clerk is arranging an appointment with Central Security to re-programme the alarm panel as previously agreed.

55/17. 2018/2019 Budget.

Noted.

56/17. Operation London Bridge - documents previously circulated.

It was agreed to invite all Chairs of Committees to a meeting on this issue, preferably before the forthcoming APM.

It was agreed that BBC should be asked for an update before proceeding further. Clerk to action.

57/17. Changes to Data Protection Legislation - documents previously circulated.

GC reported that he is currently looking at the Council's existing policies & doing a comparison with what will now be required under the new legislation. GC will review the toolkit provided by NALC which is currently being circulated around Members. An electronic copy was emailed to all Members yesterday. GC will also liaise with LH on this matter.

58/17. Main Noticeboard.

It was RESOLVED that the cost of replacing the Main Noticeboard be met from the remaining Calor Village of the year prize money. All in favour.

59/17. Clerk's Report.

2018 Annual Parish Meeting - to approve the draft agenda.

A number of amendments/ additions were suggested. A revised copy of the draft agenda will be submitted to the next full Council meeting for consideration.

60/17. Date of next meeting - Tuesday 22nd May 2018.

The meeting closed at approximately 9.28pm.

Signed: (Chairman).

Date: