

Minutes of the Finance & General Purposes Committee meeting held at the  
Trowell Parish Hall on Tuesday 22nd May 2018, at 8.00pm.

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

Clerk: Mrs. A. K. Mitchell.

01/18. To receive apologies for absence.  
None.

02/18. To elect a Chairman.  
**CLLR. MRS. LYN HARLEY** was proposed as Chairman. Moved by GC,  
seconded by PS.

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.

03/18. To elect a Vice-Chairman.  
**CLLR. DON PRINGLE** was proposed as Vice-Chairman. Moved by MB,  
seconded by GC.

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.

04/18. Declaration of Members' interests.  
None.

05/18. To note the minutes of the previous meeting.  
Noted.

06/18. Matters arising from the minutes.

None.

07/18. Annual Review of Committee Terms of Reference.

**It was RESOLVED not to make any changes at this time. All in favour.**

08/18. Financial position to date.

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

Clerk's Salary Statement 2017/18 & 2018/19.

**It was RESOLVED to accept these statements. All in favour.**

2017/2018 –

**It was RESOLVED to accept the Committee budget statement. All in favour.**

2018/2019 –

**It was RESOLVED to accept the Committee budget statement. All in favour.**

Clerk's Salary Statement 2016/2017 –

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

Medium Term Financial Planning –

A discussion took place regarding the use of uncommitted funding for Parish Hall improvement works.

**It was RESOLVED that the F & GP Committee wishes to allocate £25,000 from Council reserves to carry out urgent & necessary improvement works to the Parish Hall within the next six months. Also that delegated powers be given to the Clerk & Assistant to the Parish Clerk to organize & facilitate these works as required. All in favour.**

09/18. 2017/2018 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 11<sup>th</sup> June 2017.

10/18. Christmas Lights.

Members were asked to note that orders have been placed with the agreed contractors as resolved by Council.

11/18. Local Council Award Scheme.

It was noted that the Clerk is to continue her studies over the Summer meeting recess.

12/18. Health & Safety.

It was noted that the Assistant to the Clerk is continuing to work on this matter. Permission was granted for associated reading material to be taken by the Asst. to the Clerk when she is on jury duty.

13/18. Finance Training for Members.

Two Committee Members & both administrative employees are to attend NALC organized courses in July.

14/18. Emergency Planning.

There was nothing further to report at this stage.

15/18. HR Responsibilities.

Members were asked to note that all relevant LGPS information has been sent to NCC regarding the recent death in service.

Work is progressing in respect of the Asst. to the Clerk's draft job description.

Caretaking Vacancy -

It was agreed that the Chairman of the Council would meet with the Relief Caretaker asap to discuss the current situation.

It was discussed if the current 25hr per week (22.5hrs Caretaker, 3.75hrs Relief Caretaker) is sufficient to provide the standard of service required by this Council.

It was agreed that 30hrs per week Caretaking cover & 6 hrs per week cleaning cover is now necessary.

**It was RESOLVED therefore that the F & GP Committee wishes to appoint a Parish Hall Caretaker (20 hrs per week), an Assistant/Relief Caretaker (10hrs per week) & a Parish Hall Cleaner (6 hrs per week). All in favour.**

16/18. Security Contract.

The Assistant to the Clerk reported the various issues currently being encountered.

It was agreed that the Council needs a refund for the reduction in service. It was also agreed that a security light is needed near the playpark pedestrian gate.

17/18. Operation London Bridge.

It was noted that the latest draft has been received from BBC & Parish Council's will be updated further by BBC at the annual meeting in July.

18/18. Changes to Data Protection.

It was agreed to continue with having a DP Officer as although this is now no longer compulsory for Parish Council's it does still remain as Best Practice.

Various documents are now in production & their inclusion on the website is in hand.

The DPO & the Asst. to the Clerk are looking at fire proof safes etc as required & will report back accordingly.

19/18. Main Noticeboard.

This has been installed & staff are currently awaiting the delivery & fitting of the header sign.

20/18. 2018 Insurance Renewal.

**It was RESOLVED to accept renewal terms from Came & Co as the offer is still within the LTA & the fee is within budget. All in favour.**

21/18. Clerk's Report.

There was nothing further to report at this time.

22/18. Date of next meeting – Tuesday 2nd October 2018 – Budget.

The meeting closed at approximately 9.01pm.

Signed: ..... (Chairman).

Date: .....