

Minutes of the Finance & General Purposes Committee meeting held at the
Trowell Parish Hall on Tuesday 26th February 2019, at 7.45pm.

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

Clerk: Mrs. A. K. Mitchell.

43/18. To receive apologies for absence.

None.

44/18. Declaration of Members' interests.

None.

45/18. To note the minutes of the previous meeting.

Noted.

46/18. Matters arising from the minutes.

None.

47/18. 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 2018/19 -

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

2018/2019 -

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

2019/2020 Budget Proposals -

It was noted that this has been approved by Full Council & submitted to BBC accordingly.

Medium Term Financial Planning -

A draft plan is to be drawn up in time for the next meeting.

Clerk to action.

To review the Council's current policy on balances.

It was RESOLVED to amend the current policy to read as follows:

Trowell Parish Council's policy on balances in relation to the annual precept is that:

Trowell Parish Council will aim to maintain a level of balances of about £40,000 and this will ensure that balances do not fall below the level necessary to carry out normal Council operations for a six month period.

All in favour.

Clerk to action.

48/18. 2018/2019 Annual Accounts Progress Report.

It was noted that an internal audit appointment has been arranged for the 4th April 2019.

49/18. Christmas Lights.

The Clerk has accepted the quote from Leisure Lites as previously agreed.

It was agreed that the Clerk give AMP a deadline of 31st March 2019, for the quote in relation to the Parish Hall Christmas lights.

Clerk to action.

50/18. Local Council Award Scheme.

It was noted that this will be able to be progressed at the June meeting following the elections.

51/18. Health & Safety.

There was nothing further to report since the February Full Council meeting.

52/18. Finance Training for Members.

The Clerk will advise Members of courses as soon as they are advertised.

It was also agreed that the Chair of the Council will looking into possible IT companies to advise on the office computer system going forward. The office staff were asked to keep a note of any issues that arise in the meantime. Suitable computer courses for the office staff will form part of this project.

Chair & Clerk to action.

53/18. Emergency Planning.

The Clerk will now resume work on this task as item 56/18 has been completed.

Clerk to action.

54/18. HR Responsibilities.

It was reported that:

The Chair of the Council & the Chair of F & GP are meeting with the Clerk on a quarterly basis. Some changes have been introduced as a result and these are working well.

They have also met with all staff & everyone is working through items that need attention etc.

Holidays are being taken as agreed & TOIL time is being managed prudently.

55/18. Security Contract.

The Clerk is currently awaiting feedback from the City Council in respect of possible alternative arrangements.

56/18. Operation London Bridge.

Following adoption of the protocol by Full Council it was agreed that the Clerk should arrange the following:

- Purchase of black armbands.
- Possible sourcing of an approved portrait.
- Produce condolence book page.

Clerk to action.

57/18. Data Protection.

Members had been issued with a copy of the latest briefing from BBC last week.

GC has spoken to BBC's Information Governance Officer & is arranging a meeting to discuss the Council's current position further.

58/18. Main Noticeboard.

There was nothing further to report on this issue & therefore it was agreed to discharge this matter from the agenda.

59/18 Parish Hall Car Park.

It was noted that a grant of £1,500 has been received from Cllr. Doddy towards this project.

The decision on the NCC funding application is due in March.

BBC have deferred the decision on the funding application made to them until July pending receipt of additional information requested. It was agreed that the Clerk should prepare the information requested & submit it to the Committee Chair for approval before sending it to BBC.

Clerk to action.

60/18. Trowell Matters.

It was agreed to produce the usual APM newsletter.

Clerk to action.

61/18.Clerk's Report.

Stapleford Town Council Civic Service – Vice Chair to attend.
Parish Hall Refurbishment Project – Members received a brief update.
Members were advised that a grant of £1,000 has been received from the Church towards the Council's Community work. It was agreed to put these funds towards the car park project & also to send a letter of thanks to the Church. **Clerk to action.**

62/18.Date of next meeting – Tuesday 4th June 2019.

The meeting closed at approximately 8.50pm.

Signed: (Chairman).

Date: