

Minutes of the Finance & General Purposes Committee meeting held at the Trowell Parish Hall on Tuesday 15th October 2019, at approximately 9.15pm.

Present: Cllrs. Mrs. L. Harley (Chair), D. Pringle, Mrs. M. Birkitt, G. Cotton, Mrs. H. Cumberpatch, Mrs. C. McGann, G. Lockwood, G. Lewis, M. Westmoreland & Mrs. J. Murden (Parish Hall Manager/ Asst. to the Parish Clerk).

Clerk: Mrs. A. K. Mitchell.

23/19. To receive apologies for absence.
None.

24/19. Declaration of Members' interests.
None.

25/19. To note the minutes of the previous meeting.
Noted.

26/19. Matters arising from the minutes.
None.

27/19. 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

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

Committee Budget Statement

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

The Clerk addressed a query in relation to the General Admin code.

Medium Term Financial Planning -

It was noted that the Chair & the Clerk are liaising in respect of this as part of the budget process going forward.

2020/2021 Draft Budget Proposals.

It was noted that a first draft of the budget had been distributed to Members this evening for their consideration.

- 28/19. 2018/2019 Annual Accounts.
This matter remains as was reported at the October Full Council Meeting.
- 29/19. Christmas Lights.
This matter remains as was reported at the October Full Council Meeting.
- 30/19. Local Council Award Scheme.
It was agreed that GC will review the document for Members & provide them with an overview at the November Full Council Meeting.
- GC to action.**
- 31/19. Health & Safety.
These documents are currently up to date but ongoing revisions are carried out as necessary.
- 32/19. Emergency Planning.
There was nothing further to report at this time.
- 33/19. HR Responsibilities.
Members were asked to note the report from the Chair on the current situation.
It was noted that the office staff are managing well in the circumstances.
It was noted that going forward hall staff will be on a Jan-Dec leave year with the Clerk on a May - April cycle to avoid leave year end issues affecting the office.
- 16/19. Operation London Bridge.
The Clerk will continue to update this document as required.
- 35/19. Data Protection.
The Clerk has requested a copy of their Document Retention Policy from BBC but nothing has been received to date.
- 36/19. Parish Hall Car Park.
As per the earlier PHGC meeting.
- 37/19. Trowell Matters & Website.

It was noted that there are plans to produce some promotional material in respect of the Parish Hall now that the refurbishment is complete.

Website –

Secure Status – Cllr. Lockwood will investigate this matter & report back. **GLd to action.**

Accessibility – Cllr. Lewis will look into the basic check & will report back to Members. He also offered to conduct an IT audit for the Council & present recommendations to Members going forward. Members accepted this kind offer. **GLs to action.**

38/19. Welcome Pack Review.

It was agreed to produce a revised contents list for this item in time for the January Full Council Meeting.

HC & CMG to action.

39/19. Clerk's Report.

Broadband/Office Telephone Account – Before proceeding further it was agreed that the Clerk should carry out a Network Speed Check & report back to Members accordingly. **Clerk to action.**

Christmas Office Closure period – it was agreed that this should be discussed at the next monthly HR review.

2020 V.E. Day Celebration.

Suggestion received from the Trowell WI -

It was agreed that the Council should mark this occasion with an event on either the 8th or 9th May 2020. The Clerk to notify the WI accordingly. **Clerk to action.**

Nottinghamshire Key Individual Network for Nottinghamshire Police – The Clerk has completed a form, 2 Members were asked to volunteer too. Members to review the forms & report back to the Clerk in respect of participation. **Members to action.**

40/19. Date of next meeting – Tuesday 25th February 2020.

The meeting closed at approximately 21.56pm.

Signed: (Chairman).

Date: