

Minutes of the Finance & General Purposes Committee meeting held at the Trowell Parish Hall on Tuesday 25th February 2020, at approximately 8.50pm.

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

Clerk: Mrs. A. K. Smith

49/19. To receive apologies for absence.
Apologies were accepted from Cllrs. Mrs. M. Birkitt & M. Westmoreland. All in favour.

50/19. Declaration of Members' interests.
None.

51/19. To note the minutes of the previous meeting.
Noted.

52/19. Matters arising from the minutes.
None.

53/19. Financial position to date.
It was noted that the Clerk had not received any questions on these reports prior to the meeting.

It was noted that a cash in hand statement @ 20th February 2020 & a breakdown of known reserves & known commitments had been circulated to Members at the start of the meeting.

Clerk's Salary Statement

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

Committee Budget Statement

It was noted that an additional up to date statement had been circulated to members at the start of this meeting.

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

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 Budget.

It was noted that draft LGPS Employees rates have been received from NCC – no change on current rates as yet.

An updated copy of the budget reflecting the current income & expenditure position had been circulated to Members at the start of the meeting.

New filing system for paid invoices.

Members were asked to note the new system which has been recently introduced.

54/19. 2019/2020 Annual Accounts.

It was noted that the internal audit inspection has been booked for 17th March 2020.

55/19. Christmas Lights.

It was noted that the Clerk has chased the contractor in respect of the 2020 quote.

56/19. Health & Safety.

There was nothing further to report on this matter at this time.

57/19. Emergency Planning.

There was nothing further to report on this matter at this time.

58/19. HR Responsibilities.

Members were asked by the Chair to note contract amendments regarding annual leave etc – these had all been reported at the February Council meeting.

Changes in employment law – DP gave an overview on recent changes to legislation which affect the Parish Council going forward.

A full discussion of HR matters then took place.

59/19. Data Protection.

GC is monitoring the introduction of the 365 package in relation to data protection & FOI & he is also cross-checking document retention schedules at present & will report back accordingly.

Members thanked GLs & GC for the work they are currently undertaking on behalf of the Council.

60/19. Parish Hall Car Park.
As per the earlier PHGC meeting.

61/19. Trowell Matters & Website.
DP is currently reviewing Trowell Matters.

It was RESOLVED to purchase the Office 365 Business package for the Clerk at the earliest opportunity at a cost of in the region of £98 plus VAT. All in favour.

61/19. Welcome Pack Review.
CMG to send the suggested contents list to the Clerk.
CMG to action.

62/19. Clerk's Report.
Boundary Planters -
Following a detailed discussion, it was agreed to try & secure funding from local businesses for these planters. It was agreed that an update at the next Council meeting. **Clerk to action.**

Request for Financial Assistance -
Members were asked to consider a request that had been received. Following a detailed discussion, **it was RESOLVED to decline this request. All in favour.** **Clerk to action.**

63/19. Date of next meeting - Tuesday 23rd June 2020 - tbc.
The meeting closed at approximately 9.55pm.

Signed: (Chairman).

Date: