

Minutes of the Finance & General Purposes Committee meeting held via Zoom
on Tuesday 26th January 2021, at approximately 7.35pm.

Present: Cllr. Mrs. L. Harley (Chair),
Cllr. Mr. G. Cotton
Cllr. Mrs. H. Cumberpatch
Cllr. Mrs. C. McGann
Cllr. Dr. G. Lewis
Cllr. Mrs. M. Birkitt
Cllr. Mr. M. Westmoreland
Cllr. Mr. N. Jackson
Cllr. Ms. D. Hopwood
Mrs. J. Murden (Asst. Parish Clerk/Parish Hall Manager)
Mrs. A. Smith (Parish Clerk/Responsible Financial Officer)

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- 18/20. To receive apologies for absence.
Apologies were accepted from DP. All in favour.
- 19/20 Declaration of Members' interests.
None.
- 20/20. To note the minutes of the previous meeting.
The minutes from the meeting held on 27th October 2020, were noted.
- 21/20. Matters arising from the minutes.
None.
- 22/20. Financial position to date.
It was noted that the Clerk had not received any questions on these reports prior to the meeting.

Committee Chairman's Report - It was noted that this had been circulated to Members the weekend prior to the meeting.

Salary Statement

It was RESOLVED to accept the 2020/2021 statement. All in favour.

It was noted that the Clerk will adjust the layout of future reports as requested at the earlier PHGC meeting.

Committee Budget Statement

It was RESOLVED to accept the 2020/2021 Committee Budget statement. All in favour.

Medium Term Financial Planning –

It was noted that work on this is ongoing.

Update of Banking Mandates & signatories.

Members were asked to return their completed forms to the Clerk at the earliest opportunity.

It was RESOLVED to accept the HSBC banking mandate in relation to the accounts the Council hold with that organization. All in favour.

Insurance Claim – Business Interruption Claim.

It was noted that a report on this matter had been circulated to Members prior to the meeting.

It was RESOLVED that the Parish Council should accept the offer made by AXA in relation to this aspect of the overall claim. All in favour.

23/20. 2020/2021 Annual Accounts.

It was noted that work has started on these & that the Clerk will arrange for the Internal Audit Inspection to be carried out in the usual way.

24/20. 2021/2022 Budget.

It was noted that this has now been set & the precept request documentation has been submitted to Broxtowe Borough Council.

25/20. Christmas Lights.

It was noted that the Clerk has circulated to Members the quote received from Leisure Lites on this matter & Members are asked to consider this accordingly. It was pointed out however, that a decision on this item does not have to be taken by the Council until into the new financial year.

- 26/20. Health & Safety.
 It was noted that the Parish Hall Manager is keeping up to date with all the Covid 19 recommendations.
 It was noted that further guidelines had been issued again earlier in the day.
- 27/20. HR Responsibilities.
 It was noted that the Chairman had circulated a report to Members the previous weekend & no queries had been forthcoming.
- 28/20. Data Protection.
 GC updated Members as to where he is currently at in respect of his review of the Council's information storage etc.
- Members were asked to consider the draft revised Documents Retention Policy which had been circulated to them prior to the meeting.
- It was noted that GC is working towards carrying out a full audit in relation to Data Protection at the Parish Hall as is required under the legislation.
- It was agreed that GL & DH will assist GC in looking into the possibility of using facilities like SharePoint to assist in ongoing streamlining for the Council going forward.
- 29/20. Parish Hall Car Park.
 As per the earlier PHGC meeting, it was noted that VIA are submitting a drainage system design for consideration.
- 30/20. Trowell Matters & Website.
 Draft Accessibility Statement.
 GL advised that after an issue with the websites Themes the previous weekend, he needs to carry out testing again before proceeding further with this.
- 31/20. 2021 Annual Parish Meeting.
 It is unlikely that this will be able to go ahead in its usual format, if at all this year. As a result, the Clerk is seeking advice from NALC on this issue.

32/20. Staff Training.
It was noted that the Clerk & Asst. Clerk will be attending an online course on Minutes & Agendas later in the year.

It was also noted that courses have been booked for members on both planning & freedom of information.

33/20. Clerk's Report.
Members were asked that should they have anything to submit for consideration at the February Council meeting could they please let the Clerk have sight of them by the 2nd of February 2021 at the latest.

34/20. Date of next meeting - Tuesday 30th March 2021.
The meeting closed at approximately 20.07pm.

Signed: (Chairman).

Date: