

Minutes of the Finance & General Purposes Committee meeting held via Zoom  
on Tuesday 30<sup>th</sup> March 2021, at approximately 20.45pm.

Present: Cllr. Mrs. L. Harley (Chair)  
Cllr. Mr. G. Cotton  
Cllr. Mr. D. Pringle (Vice-Chair)  
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)

- 
- 35/20. To receive apologies for absence.  
No apologies had been received prior to the meeting.
- 36/20 Declaration of Members' interests.  
LH - non prejudicial interest in 44/20 on the agenda.
- 37/20. To note the minutes of the previous meeting.  
The minutes from the meeting held on 26<sup>th</sup> January 2021, were noted.
- 38/20. Matters arising from the minutes.  
None.
- 39/20. 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 - Members were asked to note the content of this report.

Salary Statement

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

Committee Budget Statement

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

There was a question regarding solar panels which was addressed.

Medium Term Financial Planning -

It was noted that work on this is ongoing & was outlined in the Committee Chairman's Report.

Update of Banking Arrangements etc. -

It was noted that all the signatory updates have been submitted - the Co-Op have confirmed & the Clerk has advised them of corrections that they need to make. HSBC have not yet sent any written confirmation. A request form for switching Direct Debits etc. from the HSBC has been submitted to the Co-Op.

Insurance Claim - Business Interruption Claim.

It was noted that JM has submitted an additional claim for BI which should be settled shortly by the insurers. A complaint has also been lodged with the insurers in respect of the handling of the claim.

40/20. 2020/2021 Annual Accounts.

It was noted that this year's Internal Audit will take place on the 7<sup>th</sup> of April & that the Clerk has just received this year's instructions from the external auditors with the submission deadline this time being Friday 2<sup>nd</sup> July.

41/20. 2021/2022 Budget.

It was noted that LH & HC are working with the staff in this regard & that staff will be responsible for the management of a small number of budgets themselves going forward subject to the necessary Member authorizations etc. Work is also in hand to simplify & condense the coding system too.

42/20. HR Responsibilities.

It was noted that the staff are back working in the office & they are working under strict Covid guidelines. The current caretaking situation was outlined to Members particularly in respect of checking the building at weekends & volunteers were sought to assist over Easter. Staff are being asked to start taking some of their leave in the near future. It is hoped that recruiting a new Caretaker can begin within the next 8 weeks.

- 43/20. Data Protection.  
GC advised Members that things are moving forward with this matter. Documentation Retention policy still under consideration. GL have obtained sample electronic documents to assist them in their Information Management endeavors.
- 44/20. Parish Hall Car Park.  
As per the earlier PHGC meeting.
- 45/20. Trowell Matters & Website.  
GL reported on the Wi-Fi survey.  
GL recommended that a professional survey be carried out, but he will carry out a further test before doing this. He also advised that a change of provider should be looked at when the current contract comes to an end in 2022. It was agreed to purchase a business standard router after the 1<sup>st</sup> of April 2021 to replace the current domestic standard router.  
GL will also look at extending the BT line to the office too.
- 46/20. 2021 Annual Parish Meeting.  
Following the issue of new Government guidelines, it is planned to hold the APM on the 25<sup>th</sup> of May 2021, with Members attending the hall & the public being able to attend remotely.  
  
CMG to liaise with staff regarding the issue of Trowell Matters for the APM.
- 47/20. Training.  
It was noted that Members & staff have attended several online courses. It may be necessary for Members to contribute towards courses going forward particularly if they are not essential.
- 48/20. FOB Anniversary Event.  
Suggested community event on 10<sup>th</sup> July 2021. This will be included on the April Council agenda for Member's consideration.
- 49/20. Clerk's Report.  
Members were asked to note that she is currently working on the pre-renewal insurance invitation ready for the June renewal date.
- 50/20. Date of next meeting - To be confirmed.  
The meeting closed at approximately 21.15pm.

Signed: ..... (Chairman).

Date: .....