

**MINUTES OF THE FINANCE and GENERAL PURPOSES COMMITTEE  
HELD IN THE PARISH HALL ON TUESDAY 14<sup>th</sup> JUNE 2022 AT 7.56pm**

Present        Cllr. Mrs L Harley - Chair  
                  Cllr. Mr D Pringle (BBC)  
                  Cllr C McGann  
                  Cllr M Westmoreland  
                  Cllr. D Hopwood  
                  Cllr. H Cumberpatch  
                  Cllr. M Birkett  
                  Mrs J Murden (Clerk & RFO)

Minutes Clerk: Mrs S Illston

**Meeting Commenced From: - 7.56pm**

**01/22            To receive Apologies for Absence**

Cllr. Mr G Cotton submitted apologies prior to the meeting (personal reason)

**Proposed, Seconded, Resolved and Unanimously Agreed by all Members**

**02/22            To Elect a Chairman for the Committee**

**Nominee: Cllr L Harley**

There were no further nominations

Cllr. Harley stated that she was willing to accept the nomination to be Chair but for only one more year

**Proposed, Seconded, Resolved and Unanimously Agreed by all Members**

**03/22            To Elect a Vice Chairman for the Committee**

**Nominee: Cllr D Hopwood**

There were no further nominations

**Proposed, Seconded, Resolved and Unanimously Agreed by all Members**

**04/22            Declaration of Members' Interests**

Cllr. L Harley declared a non-pecuniary interest in Agenda item number 10/22 Car Park

**05/22            To approve the minutes of previous Committee Meeting held on  
Tuesday 8<sup>th</sup> February 2022**

**Resolved and Unanimously Agreed by all Members**



**06/22 To review Terms of Reference for Finance & General Purposes Committee**

The Terms of Reference were circulated prior to the meeting to all members. One change to be made, the removal of point 5.

**Resolved and Unanimously Agreed by all Members**

**07/22 (a) Financial position and Committee Budget Statements**

The Scribe report was circulated prior to the meeting to all members. A brief discussion was held.

**(b) Income from letting for the month of May**

A report with a list of outstanding invoices was circulated prior to the meeting to all members. A brief discussion was held with regard on how to collect payments in the future.

**08/22 2021/2022 Annual Accounts Progress Report**

Cllr L Harley confirmed that this has been submitted on time.

**09/22 HR Responsibilities**

Cllr L Harley updated members with regard to staff appraisal and wanted to thank Mrs J Murden for everything she has done and continues to do for the Council and the Hall.

**10/22 Parish Hall Car Park**

This was discussed during the Parish Hall and Grounds meeting.

**11/22 Christmas Lights**

A Quote has been requested; however, it has not yet been received. Will be circulated to all members once it has been received.

**12/22 Clerks Report**

A verbal update was given on matters that have arisen since the Agenda was circulated. A brief discussion was held.

A proposal was put forward for the purchase of the Arnold Baker Procedure Book and to attend a Clerks course.

**Unanimously Agreed by all Members**

**13/22 Date of next Finance & General Purposes meeting**

Tuesday 11<sup>th</sup> October 2022.

**14/22 Date of next Full Council Meeting**

Tuesday 12<sup>th</sup> July 2022.

**Meeting Finished At 8.23pm**

Signed by the Chair



Date

17. 10. 22.