

**MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE
HELD IN THE PARISH HALL ON TUESDAY 14TH FEBRUARY 2023 AT 20.54PM**

Present Cllr. Dr M Westmoreland
 Cllr. Mr. G. Cotton
 Cllr. Mrs. D. Hopwood
 Cllr. Mrs. C. McGann
 Cllr. Mr. D. Pringle
 Cllr. Mr. S. Frost
 Cllr. Dr M Pope
 Mrs. J. Murden – Clerk & RFO

Meeting commenced from – 8.54pm

19/22. To receive apologies for absence.

Cllr. H. Cumberpatch submitted apologies prior to the meeting (illness).

Proposed, Seconded and Resolved. All members in favour.

20/22. Declaration of members' interests.

No members had anything to declare.

21/22. To elect a Chairman of the Committee.

Nominee: Cllr. D. Hopwood

No further nominations.

Cllr. D. Hopwood stated that she was willing to accept the nomination to be Chair but did not want it made clear that she was not happy with no formal handover being received from the previous Chair.

Proposed, Seconded and Resolved. All members in favour.

22/22. To elect a Vice Chairman of the Committee.

Nominee: Cllr. S. Frost

No further nominations

Proposed, Seconded and Resolved. All members in favour.

23/22. Financial positions to date.

- a. Scribe Net Position – report circulated previously.
- b. Payment list. – report circulated previously.
- c. Income – Report for January income circulated previously.
- d. Bank Reconciliation for January 2023. Circulated previously.
- d. Full update on Bank accounts.

A general discussion was held with regards to all points.

Points a – d was Resolved. All members in favour.

24/22. Protocol for Authorisation of Staff Salaries.

Discussion held.

Proposed, Seconded and Resolved. All members in favour.

25/22. Christmas lights 2023.

Discussion held.

Proposal: To obtain quotes for the same arrangement as 2022 and a quote for more lights on Stapleford Rd.

Seconded and Resolved. All members in favour.

26/22. 2022/2023 Annual Accounts

Verbal update received for when internal auditor will be attending and when LGPS year end is to be completed.

27/22. HR Committee Budget request for 2023/2024.

Proposed, Seconded and Resolved. All members in favour.

28/22. Review of Internet and Phone Contract.

Discussion held.

Proposal: To accept new quote from BT.

Seconded and Resolved. All members in favour.

29/22. Microsoft Office Renewal.

Discussion held.

**Proposal: To accept the renewal quote from Microsoft 365 Office for 2 licenses.
Seconded and Resolved. All members in favour.**

30/22. Kings Coronation.

Discussion held and working party formed. Budget of £1,500.00 allocated for this event.

31/22. Chairs Report.

Nothing to report currently.

32/22. Clerks Report.

Verbal report given on the following.

Paperwork in the office being destroyed. Going forward no Cllr is to destroy paperwork without it being checked first.

Courses being attended by the Clerk.

Clerk updated members on the passing of her Clerks qualification.

33/22. Date of next Finance & General Purposes Committee – TBC

34/22. Date of next Full Council Meeting – 14th March 2023

Signed..........

Date.....14/3/23.....