

The Minutes of the Finance & General Purposes Committee Meeting held on 26th April 2021

A meeting of the Finance & General Purposes (FGP) committee was held on 26th April 2021 via Zoom at 7.00 pm.

Present: Cllr. B. Hadley, Chairman (minute taker)
Cllr. B. Sumner
Cllr. N. Randall (left the meeting at 8pm)
Cllr. L. Hicks
Cllr. A. Davis

Observers: Cllr. L. Wilkins
Cllr. A. Roberts
Cllr. M. Macklin

Officers: Finance Officer & Assistant Clerk

1. Apologies for absence. None
2. Declarations of Interest. None
3. Minutes of the FGP committee meeting held on 21st January 2021.
Cllr. N. Randall proposed to approve the minutes of 21st January 2021
Cllr. B. Sumner seconded the proposal. A unanimous vote was taken of all in favour.
4. Financial Reports:
The Committee received and approved the financial report, bank reconciliation and accounts up to the end of the financial year 31.3.2021.
Noted that the thriving community fund of £7.5k had been extended by 6 months to March 2022. Chris to check the status of the Coop grant of £293.
5. Annual Audit:
 - 5.1 Report received from the completed 2020-21 Independent Internal Audit. The Assistant Clerk was thanked for her efficiency and speedy response to requests for documents and evidence which was recorded in the positive feedback received from the auditor. All recommendations discussed and actioned. Noted Chris Cooper to correct item 7.1 as the Council is using an income and expenditure accounts system, not receipts and payments. Minutes of FGP meeting held on 23rd April 2020 were incorrect and now noted.
 - 5.2 External Auditor report for 2019-20 was shared with the Committee and points noted. 2020-21 AGAR forms would be ready to be taken to the May Council meeting for approval.
6. Employment Issues:
 - 6.1 Personnel Sub-Committee minutes from meetings held on 27th January and 1st, 17th & 25th March received and the recommendations in respect of remuneration for Assistant Clerk and Janet Eustace in mentoring role during temporary cover of Clerk's position were approved. Chair to inform Dave King reference Assistant Clerk's remuneration from 9th March 2021.
 - 6.2 Report received from Assistant Clerk reviewing the temporary cover of Clerk's position. Noted this should have been reviewed on 9th April. The Councillors expressed their thanks for the additional workload the Assistant Clerk has taken on and support the urgent need to provide assistance as soon as possible.
 - 6.3 The recommendation from Janet Eustace to appoint a full time locum clerk was agreed and an appropriate hourly rate will be decided on ability and experience. The appointment of a locum was delegated to Cllr. Hadley and Cllr. Hicks with guidance from Janet Eustace.

7. Review of Internal Governance Documents for 2021/22:
 - 7.1 2020 version of NALC's Model Standing Orders was discussed and a recommendation to Council will be made following a comparison between the Council's existing document and the 2020 NALC version which the internal auditor has recommended the Council to adopt.
 - 7.2 The review of all other Internal Governance documents for approval by Council to be delayed until the appointment of the new Clerk and spread throughout the year.
8. Email & Office Upgrade:
 - 8.1 Committee approved payment of an invoice from Imaginative Solutions for £1876.80 for upgrade of email systems for all councillors & staff and upgrade to office working systems. The Chair to draft a features and benefits statement to support the spend for Councillors.
 - 8.2 The go live date for all councillors to switch to new email system is 1st May 2021; all emails will be sent using the new addresses from this date. Additional training was requested and this will be looked into and costed.
9. Any Other Business:
 - 9.1 Committee received and approved Service Level Agreement from Inspire to Aspire for youth services.
 - 9.2 Letter received and noted from CDC re Community Infrastructure Levy. As this has a 5-year spend period it was decided to retain and add to future CIL funds.
10. Date of Next Meeting – Thursday 29th July 2021 at 7pm.