



Minutes of the Finance and General Purpose Committee Meeting held on **Monday 1st June 2020** at 7.00 p.m.

Present: Cllr D Bennett
Cllr S Connell
Cllr L Murray
Cllr M Reilly
Cllr S Shrubbs

Mrs A Reynolds (Clerk to the Council)

	Action
<p>FGP/245 – Election of Chairman Cllr Murray proposed Cllr Reilly be re-elected as Chairman, Cllr Connell seconded the proposal, and all agreed. Cllr Reilly accepted the nomination.</p>	
<p>FGP/246 – Acceptance of apologies for absence. No Apologies were received</p>	
<p>FGP/247 - Public Session 1. Issues raised by the public No members of the public were present</p>	
<p>FGP/248 – 1. Declarations of interest None 2. Requests for Dispensation None</p>	
<p>FGP/249 – Response to issues raised in the Public Session Nothing to respond to.</p>	
<p>FGP/250 - Approval of Minutes of 16th December 2019 RESOLVED: That the minutes be signed by the Chairman as a correct record of the meeting</p>	Cllr Reilly
<p>FGP/251 – Matters arising from the minutes not covered elsewhere on the Agenda None</p>	
<p>FGP/252 - Update/readopt the terms of reference RESOLVED: The terms of reference refer to there being 4 members of the Finance and General Purpose committee. Resolved to change to 'minimum of 4 members'</p>	Clerk
<p>FGP/253 – Consideration of draft policy statement RESOLVED: Personal Advice & Solutions to look at policies and contractors' contract. Clerk to send the amended contract around to all F&GP members initially and will include on the agenda for the next Parish Council Meeting for the Council to agree.</p>	Clerk
<p>FGP/254 – Review Budget Discussed headings for the Budget, the clerk will change some of these to be in line with the cash book spreadsheet. RESOLVED: All happy with the spending, everything is within budget</p>	Clerk
<p>FGP/255 - Budget for Cemetery Working Party</p>	



<p>RESOLVED: After discussion it was decided that until the cemetery working group's remit is changed at the next Parish Council meeting the working group are unable to advise on an initial budget. Once remit has been decided the working group will have a meeting and report back to the council with their recommendations.</p> <p>Clerk to speak to Personal Advice solutions to draw up a non-disclosure document for members of the public who are on the working group.</p>	Clerk
<p>FGP/256 – Internal Audit Report The internal audit has been passed, no recommendations at this stage. Now waiting for the external audit to be completed.</p>	
<p>FGP/257 - Staffing</p> <p>1. Discuss Clerks hours RESOLVED: After discussion it was agreed that the clerk's hours would remain as they are for now, and the Finance and General Purpose committee will review again in three month's time. The committee agreed to continue paying the Clerk any overtime that she works.</p> <p>2. Discuss the role of the Village Technician RESOLVED: It was agreed that the clerk is responsible for arranging the work for the Village Technician and all contractors. Councillors are not to instruct any contractor to complete any work. The Clerk will advise all councillors that she's the only person to issue work to contractors.</p>	Clerk
<p>FG[258 - Phone package</p> <p>1. Mobile phone is out of contract at the beginning of June. Discuss contract options. RESOLVED: The clerk had circulated quotations from BT for mobile contracts with BT or EE and Mirus IT for an O2 mobile contract. It was resolved to sign a 24 month sim only contract on O2 with Mirus IT. The Clerk to arrange the port from BT to O2.</p> <p>2. Discuss upgrading the phone and internet package to digital. RESOLVED: It was resolved to stay on our existing contract for now as there are no benefits at present for moving to digital. There's still a year left on our current package which is cheaper than the new digital package quoted.</p>	Clerk
<p>RPC/259 – Close The meeting closed at 7.45PM</p> <ul style="list-style-type: none"> • [Note: The next Finance & General Purpose Meeting will take place on Monday 7th September 2020. 	

Signed: _____

Date: _____