

## East Donyland Parish Council

Finance & Personnel Committee Meeting – 22<sup>nd</sup> March 2017

The Football Club, Rectory Road, Rowhedge starting 7pm.

### MINUTES

The Chairman, Tony Pullon, opened the meeting at 7pm.

**Present:** Cllrs T Pullon, R Helliwell, D Clay; Clerk - N Matthews

- 55/16 To receive and accept apologies and to note absences:** Apologies received from Cllrs Appleyard, George & Crouchman.
- 56/16 To minute pecuniary & non-pecuniary interests of members in relation to items on the agenda:** none
- 57/16 To approve the minutes of the meeting held on 25<sup>th</sup> January:** TP proposed, RH 2<sup>nd</sup> - all agreed.
- 58/16 Public Adjournment: to receive information and queries from members of the public relevant to Finance & Personnel Committee business:** no members of the public present.
- 59/16 To review the budget, finance & reconciliation reports produced for the meeting, note & approve any necessary virements, and approve a transfer of £400 from the current account to the prepaid debit card account:**  
 i) **Bank reconciliations (current, deposit and prepaid debit card) 01.03.17:** noted.  
 ii) **Budget report 01.03.17:** noted.  
 TP proposed the transfer of £400 to the debit card account be approved, RH 2<sup>nd</sup> - all agreed.
- 60/16 To consider any current and future training needs of the Clerks, RFO & Councillors:**  
 None at present; noted that Cllr Appleyard attended EALC Cllr training in Feb.
- 61/16 To review the actions required by the RFO and council to produce and agree the year end accounts for 2016-17 and the timescales for completion:** List of required actions noted.
- 62/16 To agree the purchase of a new laptop and software for the Asst Clerk at a cost of £383.47 + VAT, £80 installation and £30 per annum subscription:** TP proposed, DC 2<sup>nd</sup> – all agreed.
- 63/16 To discuss potential succession planning and leave arrangements for the Clerk:** Cllrs discussed potential timescales; NM to advise dates for leave required when these are known.  
*Action – the Clerk*
- 64/16 To review the Action List pertinent to the Finance & Personnel Committee:** noted.
- 65/16 To note the time and date of next meeting as 3<sup>rd</sup> May 2017, 7pm:** noted.

The meeting closed at 7.23pm.

Agreed as a true record.

Signed: ..... Date: .....