

East Donyland Parish Council

Finance & Personnel Committee Meeting – 25th January 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, A Appleyard, D Clay; Clerk - N Matthews

- 46/16 To receive and accept apologies and to note absences:** Apologies Cllrs George & Crouchman.
- 47/16 To minute pecuniary & non-pecuniary interests of members in relation to items on the agenda:** none
- 48/16 To approve the minutes of the meeting held on 28th September 2016:** RH proposed, TP 2nd - all agreed.
- 49/16 Public Adjournment: to receive information and queries from members of the public relevant to Finance & Personnel Committee business:** no members of the public present.
- 50/16 To review the budget, finance & reconciliation reports produced for the meeting and to note & approve any necessary virements:**
- i) Bank reconciliations (current, deposit and prepaid debit card) 01.01.17:** noted.
 - ii) Budget report 01.11.16:** NM to check planned maintenance spend to see if there are sufficient funds remaining in current yr budget for potential new path by Hard. *Action – the Clerk*
- 51/16 To consider any current and future training needs of the Clerks, RFO & Councillors:** NM to book place for Cllr Appleyard on Cllr training at EALC 11.02.17. *Action – the Clerk/AA*
- i) Clerk to attend EALC training on 22.02.17 – Understanding the Annual Meeting and CBC information session for clerks on 17.03.17:** noted.
- 52/16 To consider the appointment of Jan Stobart to carry out the internal audit for EDCP for the financial year ending 31 March 2017 at a max cost of £200:** The cost has now been confirmed as £150. TP proposed that the committee recommend this appointment to full council; RH 2nd – all agreed. *Action – the Clerk*
- 53/16 To review the Action List pertinent to the Finance & Personnel Committee:** noted.
- 54/16 To note the time and date of next meeting as 25th January 2017, 7pm:** noted.

The meeting closed at 7.07pm.

Agreed as a true record.

Signed: Date: