

MINUTES OF FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD ON MONDAY 22ND FEBRUARY, 7.00PM AT THE GALTRES CENTRE

Present: Councillors S. Shepherd, R. Tanfield, N. Madden, P. Nottage and C. Jackson
Observing: Councillor C. Barnes
Clerk: Mrs J Bentley

1. Apologies

There were no apologies.

2. Minutes

The minutes meeting dated 7th December 2015 were approved and signed.

3. Clerk's progress report & Matters Arising (items for information only)

- All budget work duly completed and a precept of £120,247.92 requested from HDC
- It was agreed that Easingwold Town Council would not opt out of the proposed External Audit Regime following a letter from YLCA.
- The person involved in the previously reported toilet door incident has undertaken community service.

All other progress has already been reported at Council.

Matters Arising:

There were no matters arising

4. Staffing Matters

4.1 The Annual & Sick Leave status for Clerk and Assistant Clerk was noted as follows:

Clerk: No sick leave this financial year; 45 hours leave remaining, 28 hours will be carried over and the rest will be taken in shorter days before 1st April 2016.

Asst Clerk: No sick leave this financial year; 50 leave hours remaining, 24 will be taken from 22/2 – 4/3, 4 on 21/3, 12 will be carried over and 10 hours will be taken before 1st April 2016.

4.2 It was **RESOLVED** to carry out the staff annual salary review (annual increment due 1st April 2016 as per existing contract) following appraisals.

4.3 It was **AGREED** that appraisals would be arranged for the Clerk and Assistant Clerk.

5. Finance Matters

5.1 The spend to date against budget (Income & Expenditure Report and Trial Balance) at end January was noted.

5.2 No virements were considered necessary

5.3 The investments and community account balance were reviewed and it was **AGREED** that no action should be taken.

5.4 It was **AGREED** a recommendation be made to full council that the Clerk (RFO) work up to a maximum of 40 hours to complete year end actions during April & May 2016.

5.5 It was **AGREED** to appoint an independent accounting consultant, Mr WB Taylor, to assist the Clerk verify year end 31.03.16 work and the Annual Return. This will be subject to Mr Taylor confirming his availability.

5.6 A proposal was received from Councillor Jackson to gain a Street Accreditation qualification and the cost of £695.00 was **APPROVED**. Councillor Jackson provided the Clerk with details of the course which is scheduled to run on 4th April 2016 at Burn Hall.

5.7 No new investment options were considered necessary.

6. Wifi

An email was received from CLANNET and it was **RESOLVED** to arrange for CLANNET to make a field visit to Easingwold once the proposed amendments to Wifi have been made and to provide an existing wifi coverage map and annual usage figures.

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7. Risk Assessments

The annual review was undertaken and the risk assessment approved.

8. Audit

8.1 It was **AGREED** that Yorkshire Internal Audit Services should be approached to carry out the audit for y/e 31/3/16.

8.2 It was **RESOLVED** that Councillor Tanfield will undertake the next Internal Controls check for y/e 31/3/16.

9. Newsletter

It was **AGREED** that the next newsletter would be produced for the Annual Parish Assembly. It would contain a summary of the year, emphasising the Council work. Councillor Barnes will work with Councillor Shepherd and the Clerk to create the newsletter.

10. Legal Issues

There were no legal issues to consider

11. Insurance

It was noted that the current policy was taken over a three year term, effective until 31/5/17.

12. Website

It was **AGREED** that Councillor Tanfield would propose a new format for the website to incorporate the legal requirements for sub-committees.

13. Date of next Meeting

It was **AGREED** that the next F&GP committee meeting would take place on Monday 21st March 2016 at 7.00pm

The meeting closed at 8.50pm