

**MINUTES OF FINANCE & GENERAL PURPOSES COMMITTEE MEETING
HELD ON MONDAY 21st MARCH, 7.00PM AT THE GALTRES CENTRE**

Present: Councillors S. Shepherd, R. Tanfield, N. Madden and C. Jackson
Clerk: Mrs J Bentley

1. Apologies

Councillor Peter Nottage.

2. Minutes

The minutes meeting dated 22nd February 2016 were approved and signed.

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

- Mr WB Taylor was appointed as an independent accounting consultant, to assist the Clerk to verify year end 31.03.16 work and the Annual Return on 29th February 2016.
- Mr Howard Miller of Yorkshire Internal Audit Services has agreed to carry out the internal audit on 11th May 2016 at 9.15am.
- Councillor Tanfield will carry out the internal controls check on March 21st 2016.
- **Matters Arising:**

Matters Arising:

Following the internal controls check it was resolved that the Clerk will create a matrix for policy reviews.

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. It was **AGREED** that the leave should be taken within the first three months of the financial year 2016/17.

Asst Clerk: No sick leave this financial year; 22 hours leave remaining, request to carry over full amount was **AGREED** providing it is taken within the first three months of the financial year 2016/17.

4.2 The staff annual appraisals were received and recommended for approval at the full council meeting in April.

4.3 A letter from the Assistant Clerk was received regarding hours and it was **AGREED** that the Clerk would propose a range of options for review.

4.4 Salaries will be reviewed at full council in April. (annual increment due 1st April 2016 as per existing contract) following appraisals.

5. Finance Matters

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

6. Investments

No new investment options were considered necessary.

7. Newsletter

There were no matters to consider

8. Legal Issues

It was **RESOLVED** that the Clerk review the street furniture licences with Grays the Solicitors as an urgent matter to be reviewed at an extra meeting of the Town Centre Committee on 24th March 2016.

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9. Insurance

There were no matters to consider

10. Website

Councillor Tanfield is working on the updates.

13. Date of next Meeting

It was **AGREED** that the next F&GP committee meeting would take place on Monday 23rd May 2016 at 7.00pm

The meeting closed at 8.45pm