

**MINUTES OF FINANCE & GENERAL PURPOSES COMMITTEE MEETING HELD
ON TUESDAY 7th MARCH 2017, 7.00PM IN THE COUNCIL CHAMBER, THE
GALTRES CENTRE**

Present: Councillors R Tanfield, S Shepherd, N. Madden, C Jackson, C. Barnes
Apologies: Councillor P Nottage

1. Apologies

Apologies were received and the reasons approved from Councillor Nottage

2. Minutes

The minutes of meeting dated 28th November 2016 (attached) were approved for signature

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 the budget work and the precept calculation.
- The insurance claim for the theft of the Yorkshire Stone is being progressed by Zurich.
- Two new litter bins have been placed in the Skate Park and are being emptied by Hambleton District Council
- A new office within the library will be occupied by Easingwold Town Council from the 1st April 2017
- Wifi is running smoothly with no reported issues
- *Matters Arising:*

4. Staffing Matters

4.1 To note the Annual & Sick Leave status for Clerk and Assistant Clerk

Clerk: No sick leave this financial year; 14 hours leave remaining, which will be taken before 1st April 2017

Asst Clerk: No sick leave this financial year; 6 hours leave remaining, which will be taken before 1st April 2017

4.2 It was **AGREED** that the Clerk would set the annual appraisal dates for the Assistant Clerk and that the Clerk would arrange a date with the Chairman for the Clerk's annual appraisal.

4.3 The Staff annual salary review (annual increment due 1st April 2017 as per existing contract); was considered for the next increment for 2017/18 and it was **AGREED** that this would be considered at the next Staffing Committee meeting.

5. Finance Matters

5.1 The spend to date against budget (Income & Expenditure Report and Trial Balance) at end February (subject to availability of the month end bank statements) was noted.

5.2 No virements were considered necessary

5.3 The investments and community account balance (to follow by email) were reviewed and it was **AGREED** that the funds moved from MM1+ into BMM2 should be moved back into MM1+

6. Investments

New investment options were considered and it was **AGREED** that no new investments were required

7. Newsletter

An update was received from Councillor Barnes and it was **AGREED** that all amendments would be forwarded to the Clerk to change.

8. Audit

8.1 It was **AGREED** that Yorkshire Internal Audit Services would be appointed for year ending 31/3/2017:

8.2 It was **AGREED** that Councillor Richard Tanfield should be appointed to undertake the next Internal Controls check for y/e 31/3/2017. It was **AGREED** the Clerk should send a revised format to Councillor Tanfield.

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8.3 It was **AGREED** to appoint Brian Taylor as an independent accounting consultant to assist the Clerk with year end work.

9. Legal Issues

There were no matters to consider.

10. Insurance

It was noted that the current policy was taken over a three year term, effective until 31/5/17 and it was **AGREED** that the Clerk should obtain 3 quotes for 3 years.

11. Website

Councillor Tanfield provided an update on website.

12. Risk Assessment

The Risk Assessment was reviewed and it is recommended that it be ratified at Full Council.

13. Date of next Meeting

It was **AGREED** that the next Staffing working meeting should be set after the appraisal dates and that the F&GP Committee meeting should take place on the 12th June 2017.

The meeting closed at 8.02pm