MINUTES – FINANCE AND GENERAL PURPOSES

Meeting of the above Committee, held via Zoom on Wednesday 04th November 2020, starting at 6.30pm.

53/20F To note those present and record any apologies.
Members: Cllr Alan Cooper, Cllr Justin Armitage, and Cllr Chris Morley
Apologies: Cllr Nathan Iliffe
Also Present: The Clerk

54/20F To declare any Disclosable Pecuniary Interests (DPI), Other Significant Interests (OSI's) or a Voluntary interest relating to items on the agenda. None were declared.

55/20F To consider and adopt the Minutes of the meeting held on 23rd September. The minutes were approved and signed as a true record.
Action: Meeting planner to be shared with committee members

56/20F Financial Reserves Policy – to review and agree revisions to policy (updated to reflect 2019-20 contribution to reserves)
Action: Cllr Cooper to make amends in 3 and circulate to members for agreement pre-Council.
Action: Clerk to diarise for May/June review risk assessment policy

57/20F Financial Year 2020/21
a) To note expenditure and income to date and bank reconciliation to note as of 31/10
Action: Cllr Justin Armitage to send analysis to Clerk to work to formalise process. Clerk to then pick up and bring back to next committee meeting.

b) Midyear Budget line adjustment –to consider and recommend to Council mid-year adjustments as set out in the spreadsheet [note: this has been revised since the last meeting]
Action: Clerk to look at end of year forecast for next meeting and to look at for subsequent years
Action: Agreed mid-year budgets to be recommended to Council for approval

58/20F Financial Year 2021/22 – Budget and Precept 21/22
a) to discuss and approve a draft budget to be presented at the November Council for a 'first look' and finalised in December Council
Action: Agreed for options to be presented for first look approach to next Council for Councillor feedback and consideration so as can be finalised in December.
To note: Precept submission due to ABC by 11th January.

b) 3-year Council Forecast/ Strategy - to discuss and recommend draft three-year forecast to November Council
Action: Agreed to be initiated for a next suitable meeting for further discussion and to works towards incorporation into a business and project style template (Kalc template available)

59/20F Membership of the Project Assessment Panel – to appoint Councillor members to the panel.
Action: To add PAP vacancy to next suitable Council agenda along with other committee vacancies currently available.

60/20F Investment - to consider a policy in the budget process for next year
Action: Clerk to look at deposit opportunities for Reserves, currently low interest rates across the market and issues due to Covid with the opening of new accounts

61/20F Data Privacy and Freedom of Information
a) to consider replacement of the adopted Data Protection Policy by separate policies for "General Privacy Notice" and "Privacy Notice for Councillors" following guidance from NALC; and further to consider and recommend to Council for adoption the draft Policies (circulated with agenda)

Signed: A Cooper Dated: 26.1.21

Action: Agreed for this to go to next Council agenda. Motion to approve these 2 policies General Privacy Notice" and "Privacy Notice for Councillors and therefore will supersede current policy titled Data Protection Policy.

b) **to initiate a review of the adopted Publication Scheme and Freedom of Information policies and to conduct an audit of data held by the Council, for consideration by this committee in due course**

Action: Publication Scheme Policy to be initiated, Freedom of Information policy Cllr Morley working to redraft, Public consultation responses to be held and filed for public availability, Data audit to be initiated All to be brought back to future meetings.

62/20F **Items for inclusion on next agenda/s** ***(For Councillors to raise items for information only and to request items for the next agenda).*** **Suggested items include: Council Risk Assessment; Review of Terms of Reference of the FGP; Review of Projects and Grants Scheme; Review of Financial Regulations, Standing Order Review and External Review update.**
Action: Agreed need to be considered at next suitable meetings - Publication Scheme Policy, Freedom of Information policy, Public consultation, Data audit policy and IT strategy.

63/20F **Date of next meeting and meeting dates until Annual meeting.** The next meeting will be January date to be confirmed. With the next end of February / early March.

64/20F **Close of Meeting.** The meeting closed at 20:46.

Signed: A Cooper Dated: 26.1.21