



A meeting of the Financial And General Purposes Committee was held on Wednesday 17th November 2021 at St Marys Community Centre at 7pm.

- 57/21F To note those present and record any apologies.**
Present: Cllr Alan Cooper, Cllr Chris Morley, Cllr Charles Ellis, Cllr Justin Armitage, Cllr Chris Morley
Apologies: None applicable all members present. **Also Present:** The Clerk
- 58/21F To declare any Disclosable Pecuniary Interests (DPIs), Other Significant Interests (OSIs) or Voluntary Interests (VIs) relating to items on the agenda.**
None were declared.
- 59/21F To elect a Committee member to the vacant position of Chair for this committee until 2022 Annual Council Meeting.**

Cllr Alan Cooper was nominated by all present, Cllr Alan Cooper accepted nomination.
Resolved: Unanimously agreed by vote Cllr Alan Cooper elected Chair of Finance and General Purposes Committee.
- 60/21F To consider and adopt the Minutes of the meeting held on 28th April 2021.**
Resolved: Agreed the minutes of the meeting held on 28th April 2021, were agreed, adopted and signed by Chair as a true record by unanimous vote
Action: Clerk to publish signed minutes on the website.
- 61/21F Finance:**
- 1) To note expenditure and income to date and bank reconciliation to note as of 31st October 2021.** Noted by all present
 - 2) Accounting for allotments – policy and consideration of what that means for 2021-22 loss provision in main budget**
Resolved: Agreed Allotments banking and payments will be managed through a separate deposit account if Metro agree additional to one held can be opened and can receive monies direct
Action: Clerk to investigate further with Bank

Resolved: Agreed that Allotment pricing adjustment would need to be considered if a loss is to be incurred, however this cannot be established until a year cycle has been completed.
Action: Agreed this needs to be discussed as workings, cost and income or shortfall becomes apparent
 - 3) Revision of 2021-22 budget – to consider virements for approval; virements outside delegated powers for recommendation to Council as required**
Resolved: Agreed no virements required at present, to be reviewed March 2022 before year end.
Action: Clerk to diarise to review and set on agenda.
 - 4) Draft 2022-23 budget – to consider for final recommendation to December Council**
Resolved: Agreed removal of Pump House budget, salaries to be relooked as appears double count under Allotments and General Salary
Action: Clerk to revise and circulate to all FGP members for comment ahead of Council meeting for consideration of comments and thoughts.

Signed:

Dated: 10.11.22

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Resolved: Agreed Contract with Magee Gammon needs to be reviewed and alternative options investigated.

Action: Clerk to review and bring back to a future meeting

Action: Clerk to raise a cover sheet to easily explain to Councillors at next Council to ensure a decision to be reached.

5) Precept – to consider in order to make recommendation for decision at December Council

Resolved: Agreed amendments to be made in consideration of budget changes agreed.

Action: Clerk to with budget changes amend for presentation at Council, circulate to all FGP members for comment ahead of Council meeting for consideration comments and thoughts.

Action: Clerk to raise a cover sheet to easily explain to Councillors at next Council to ensure a decision to be reached.

6) Investment – to review current position

Resolved - Agreed: for consideration to establish certain budgets and reserves into separate accounts. For e.g. Bybrook Community Facility Reserve, Ear marked and General Reserves, Current account and deposit to have working budget and a new account set up for Allotments.

Action: Clerk to upon year end and confirmed Reserves for 22/23 to present to FGP for recommendation to Council where monies could sit to accommodate clear transparency of what money is where and transfers can be made.

7) Banking arrangements for public subscription to consider for the War Memorial Restoration

Resolved: Agreed this will be diarised for the agenda at a later date

Action: Clerk to diarise for future agenda.

8) Audits: to consider updates on

a) External Audit response

Noted update from Clerk.

Resolved: Agreed Clerk would contact Internal Auditor for comment on External Audit.

Action: Clerk to contact Lionel Robbins for quote for comment on External Review

b) Internal Audit response

Noted by all.

9) Risk assessment - to consider if requires update

Resolved: Agreed this will be diarised for the agenda at a later date


Action: Clerk to diarise for future agenda.

62/21F Grant scheme and Terms of reference for Panel – to review for recommendation to Council

Resolved: Agreed this will be diarised for the agenda at a later date and redrafted for Council decision

Action: Clerk to diarise for future agenda and then Council agenda

63/21F Membership of the Project Assessment Panel – to appoint Councillor and non-councillor members to the panel.

Signed: 

Dated: 10. 11. 22

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Resolved: Agreed Wendy Pole, Cllr John Seaton, Cllr Chris Morley, Cllr Shafi Khan and Cllr Ellie Crook as members of the panel.

Action: Clerk to make sure correctly detailed on website with meet your Councillors

Action: Clerk to further contact additional non-Councillor member from last year to confirm interest

64/21F Appeal arrangements for access to information – to review for recommendation to Council

Resolved: Agreed to recommend to Council for approval of process.

Action: Clerk to include in agenda for next suitable Council meeting.

65/21F Vexatious correspondence policy – to review for recommendation to Council

Resolved: Agreed to recommend to Council for approval.

Action: Clerk to include in agenda for next suitable Council meeting.

66/21F Annual report - to receive a draft report make comment for further development and enhancement

Resolved: Agreed to Clerk to circulate to FGP committee members for comment and revisions to take before December Council meeting

Action: Clerk to circulate, incorporate revisions, suggestions etc to include in agenda for December Council meeting.

67/21F

68/21F Organisation Review – to consider current status on implementation

Resolved: Agreed Councillors to consider and send in comments

Action: Clerk to diarise and include in next FGP agenda.

69/21F Policies – to consider priorities for new/updated policies

Resolved: Agreed Councillors to consider and send in comments

Action: Clerk to diarise and include in next FGP agenda.

70/21F Items for inclusion on next agenda/s (For Councillors to raise items for information only and to request items for the next agenda).

1) Information and Communications Technology, 2) IT Email, 3) Internet and Phone Policy update, 4) Publicity Protocol, 5) Policies Review, 6) Organisational Review, 7) External Audit update, 8) Virements, 9) Investments - holding Reserves, 10) Allotment Banking Arrangements, 11) Risk Assessment and 12) Grant Scheme Terms of Reference and 13) Annual report 21/22

71/21F Date of next meeting. The next meeting will be April to cover year end 6th April.

72/21F Close of Meeting. The meeting closed at 9.30pm

Signed 

Dated: 10-11-22