

East Donyland Parish Council

Finance & Personnel Committee Meeting – 09TH January 2020
St Lawrence School, Rectory Road, Rowhedge, following full council meeting

MINUTES

The Chair, Anna Appleyard, opened the meeting at 8.06pm.

Present: Cllrs A Appleyard, D Clay, N Crouchman, P George, R Helliwell; Clerk E Nelson-Hayes, 3 members of the public

43/19 To receive and accept apologies and to note absences: All present

44/19 To minute pecuniary & non-pecuniary interests of members in relation to items on the agenda: none.

45/19 To approve the minutes of the meeting held on 11 July 2019: AA proposed; PG 2nd – all agreed.

46/19 Public Participation: to receive information and queries from members of the public relevant to Finance & Personnel Committee business: Nothing to report.

47/19 To review the budget, finance & reconciliation reports produced for the meeting, and to note & approve any necessary virements: - *Action the Clerk*

i) **Bank reconciliations (current, deposit and prepaid debit card) 01.01.20:** noted.

iii) **Budget report 01.01.20:** noted, a more up to date budget will be available at the next meeting.

48/19 To consider any current and future training needs of the Clerks, RFO & Councillors: a Playground inspection course from EALC in May for the Clerk. Details to follow. - *Action the Clerk*

49/19 To consider the appointment of Jan Stobart to carry out the internal audit for EDPC for the financial year ending 31st March 2020 at a max cost of £200; PG proposed to appoint Jan RH 2nd – all agreed- - *Action the Clerk*

50/19 To review the Action List pertinent to the Finance & Personnel Committee – attached: Update the action point under F&P (review between the Clerk & the Chair of F&P Cllr Appleyard) has been completed and can be removed. - *Action the Clerk*

51/19 To note the time and date of next meeting as 12th March, following full council meeting: noted.

The meeting closed at 8.11pm.

Agreed as a true record.

Signed: Date: