

East Donyland Parish Council

Finance & Personnel Committee Meeting – 20 May 2021

St Lawrence Church, following full council meeting
Minutes

- 001/21 To elect a Committee Chairperson for the forthcoming year: AA proposed DC to become chair, NC 2nd, all agreed.
- 002/21 To elect a Committee Vice-Chair for the forthcoming year: AA proposed MC to become vice chair, DC 2nd, all agreed
- 003/21 To receive and accept apologies and to note absences: All present.
- 004/21 To minute pecuniary & non-pecuniary interest of members in relation to items on the agenda: None minuted.
- 005/21 To approve the minutes of the meeting held on 11 March 2020; AA proposed the minutes to be correct, DC 2nd, all agreed.
- 006/21 Public Participation: to receive information and queries from members of the public relevant to Finance & Personnel Committee business: None present.
- 007/21 To review the budget, finance & reconciliation reports produced for the meeting and to note & approve any necessary virements – *documents attached*:
i) Financial statements for the year ending 31.03.21 - Noted
ii) Bank reconciliations (current, deposit and prepaid debit card) 31.03.21 - Noted
iii) Budget 2021-22 - Noted
iv) to consider all committee members becoming bank signatories; Add Cllr Cartwright to the account as a signatory, all agreed. - *Action The Clerk*
- 008/21 To consider any current and future training needs of the Clerks, RFO & Councillors: To sign up Cllr Brett for Chairman training near the end of the year. To agree the Clerk to re-do CiLCA training, to cover the expense of the initial training and be reimbursed by the Clerk upon the deadline set by SLCC. DC proposed to accept these proposals, NC 2nd - all agreed - *Action the Clerk*
- 009/21 To receive the internal audit report for the year ending 31.03.21, carried out by Jan Stobart on 12-14.05.21. Noted
- 010/21 To note the revised Asset Register as at 31.03.21. Noted.
- 011/21 To review the Action List pertinent to the Finance & Personnel Committee. Noted, to move forward with setting up paypal for mooring fees - *Action the Clerk*
- 012/21 To note the time and date of next meeting as 08 July, following full council meeting: Noted.

PART 2 Closed session due to the nature of the content.

013/21 To agree pay increase for the Clerk in line with the NJC Pay scales. DC proposed to accept the new rate and backdate the pay to April 2020, MC 2nd - all agreed - *Action The Clerk*

The meeting closed at 9.02pm.

Agreed as a true record. Signed:..... Date: