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| Finance and General Purposes Committee  Monday 24th February 2020, 4:00pm – Village Hall | | |
| Present: | |  |
| Cllr Byron Chatburn – Chair | Cllr Roger Price |  |
| Cllr Joanna Clarke | Cllr Carolyn Thornborow |  |
| Cllr Olwen Jones |  |  |
| Also present was Parish Clerk Christina Gibbs | |  |

| Item | Minutes of the meeting | Action |
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| 20/005 | Apologies |  |
|  | Apologies were received and accepted from Cllr John Key. |  |
| 20/006 | Declarations of Interests |  |
|  | The Chair reminded members of their obligation to declare any interests in the items on the agenda at this point or as the meeting progressed. |  |
|  | There were no declarations of interests or request for dispensations. |  |
| 20/007 | Minutes of the last meetings |  |
|  | It was proposed that the minutes of the meeting on 23rd December 2019 and the extraordinary meeting on 20th January 2020 be approved as a true account of the meetings. |  |
|  | It was proposed that the finishing time for the extraordinary meeting be corrected to 4:10pm |  |
|  | **RESOLVED:** That the motion be carried. |  |
| 20/008 | Clerk’s Report |  |
|  | Noted. |  |
| 20/009 | Governance Review Report |  |
|  | It was proposed that the Governance Review Action Plan be sent to LRALC for an opinion on progress to date. | Clerk |
|  | It was suggested that the F&GP take responsibility for the review of the strategic plan on a quarterly bases and report to Council. Clerk to prepare report for Council. | Clerk |
|  | Item 9 – it was confirmed that a full risk assessment was underway. |  |
|  | Item 30 – It was confirmed that this recommendation was more to do with cleaning than caretaking duties and that the date should be revised to April 2020. | Clerk |
| 20/010 | Accounts 2019/20 |  |
|  | 20/010a 3rd Quarter Review – members reviewed the Net Position by Cost Centre Report. There were no matters of concern. |  |
| 20/011 | Annual Review of Internal Controls |  |
|  | 20/011a Financial Regulations - |  |
|  | 3.1 three-year forecast – It was pointed out that the forecasting was not happening at present. |  |
|  | 20/011b Risk Assessment Register |  |
|  | It was agreed that the format of the register be reviewed. |  |
|  | 20/011c Asset Register |  |
|  | It was agreed that the land at Fenny Copse be added with sculptures and a total value of the village’s Christmas lights. | Clerk |
|  | It was agreed to carry out a detailed review once the new Grounds and Facilities Officer was in place. | Clerk |
|  | 20/011d Insurance Schedule |  |
|  | It was pointed out that the flat above the village hall should be listed separately once it became established whether it was to be residential or commercial. |  |
|  | It was confirmed that the Old School Tea Room had its own contents insurance. |  |
| 20/012 | Resolutions |  |
|  | 20/012a Governance Checklist and draft report to Council |  |
|  | It was proposed that the report be submitted to Council. |  |
|  | **RESOLVED:** That the motion be carried | Clerk |
|  | 20/012b Cost Centre and Code Revisions |  |
|  | It was proposed that the revised format for the Cost Centres and Codes be approved. |  |
|  | **RESOLVED** That the motion be carried. |  |
|  | 20/012c Staff Membership of Society of Local Council Clerks (SLCC) |  |
|  | It was proposed that the recommendation be agreed for the Senior Administrative Officer to become a member. |  |
|  | **RESOLVED:** That the motion be carried. |  |
| 20/013 | Matters raised by Committee Chairs/Clerk |  |
|  | 20/013a Councillor Vacancy – to approve recruitment procedure |  |
|  | It was proposed that the skills matrix be adopted for interviewing those interested in the Councillor vacancy. |  |
|  | **RESOLVED:** That the motion be carried. |  |
|  | It was agreed that the interview panel be made up of two members of the F&GP and one member from the rest of Council. |  |
|  | 20/013b Grounds and Facilities Officer recruitment – to appoint shortlisting and interview panel. |  |
|  | It was agreed that Cllrs Chatburn, Clarke, Price make up the Panel and for interviews to be on Monday, 9th March 2020. | Clerk |
|  | The Clerk agreed to look at the delegated powers of the committee to ascertain whether it could appoint at an extraordinary meeting. | Clerk |
| 20/014 | Date of next meeting |  |
|  | Monday, 27th April 2020, 4.00pm, Council Chambers, Village Hall |  |