



# MARTOCK PARISH COUNCIL

## Finance and Resources Committee

### Minutes of a meeting of the Finances and Resources Committee Wednesday 26<sup>th</sup> February 2020 at 7pm in the Market House, Martock

**Present:** Chair Sylvia Williams, Cllrs Neil Bloomfield, Marilyn Butler, and Jenny Becker

**In attendance:** Christine Berry (Deputy Parish Clerk), Robert Noakes (RFO), Cllr Louise Clarke and three members of the public

**Apologies:** Cllr Mark Warr and Parish Clerk Adam Persson

No.	Subject	Comments
01/2020	Parishioner participation – to hear any matters raised by members of the public	No matters were raised.
02/2020	Announcement that the meeting may be filmed or recorded	An announcement was made that the meeting may be filmed or recorded.  It was <b>AGREED</b> to record the meeting.
03/2020	To receive any apologies for absence	Apologies were received from Cllr Mark Warr and Parish Clerk Adam Persson
04/2020	To receive any declarations of interest	No declarations received
05/2020	To receive a report on any dispensations granted	No dispensations granted
06/2020	To agree the minutes of the meeting of 30 <sup>th</sup> October 2019 and deal with any matters arising	The minutes of the meeting were approved as a true record (enclosure) and signed by the Chair.
07/2020	To confirm the actions agreed upon at that meeting have been completed	The Action List (enclosure) was reviewed.  All actions had been completed.
08/2020	To note the authorised payments for July, August, September and October	The authorised payments for November, December, January and February were noted by the Committee.

09/2020	To note the Internal Auditor Report year ending March 2020	The Internal Auditor Report year ending March 2020 was noted by the Committee.
10/2020	To discuss the review of terms and conditions and fees for facilities bookings	<p>A proposal was put forward to review the terms and conditions and fees for facilities bookings. It was agreed that Deputy Parish Clerk, RFO and Cllr. Sylvia Williams would meet before the next FandR Committee meeting April to put together a proposal for streamlining rental charges across Parish Council Facilities and to update the Terms and Conditions.</p> <p>Unanimously <b>AGREED</b>.</p> <p><b>ACTION:</b> Deputy Parish Clerk, RFO and Cllr. Sylvia Williams</p> <p>It was proposed that new locks are installed so that Parish Council will have control over the key holders.</p> <p>Unanimously <b>AGREED</b>.</p> <p><b>ACTION:</b> Clerk</p>
11/2020	To agree additional functionality to the audio-visual system in the Parish Hall to a 5.1 system at a cost of £1,131.54	<p>A proposal was put forward that the Committee approve the cost of £1,131.54 for the additional functionality to the audio-visual system in the Parish Hall to a 5.1. Neil Bloomfield proposed and Marilyn Butler seconded the proposal.</p> <p>Unanimously <b>AGREED</b>.</p> <p><b>ACTION:</b> Clerk</p>
12/2020	To discuss any strategic items and any significant issues to be considered imminently in committee	<p>i) It was <b>AGREED</b> that all request for staff annual leave is compliant with the Green Book and that annual leave for the Clerk is approved by the HR Committee. A record of staff leave is added to the Monthly Diary. That a Holiday Planner for all staff leave is kept up to date and visible for staff and council to see.</p> <p><b>ACTION:</b> Clerk</p> <p>ii) An update was given on the Ash and Martock Nature Group by a member of the public.</p>
13/2020	To discuss any received correspondence relevant to the committee	<p>i) An email (enclosure) had been received from Tina Boyce who was also present to enquire as to what Parish Council will be doing to celebrate VE Day on 8<sup>th</sup> May. A suggestion was made with a view to asking Services Team to host the event in the Parish</p>

		<p>Hall, it was felt inappropriate to do so at such short notice during their busy schedule.</p> <p>It was <b>AGREED</b> that Tina Boyce would liaise with Cllr Sylvia Williams as to how to take the matter forward as a community led event to be hosted in the Parish Hall.</p> <p>A proposal to give VE Day mugs to school children was made and samples were provided. No decision was made.</p> <p><b>ACTION:</b> Cllr Sylvia Williams</p> <p>ii) An email with letter (enclosure) was received from HM Treasury advising of Governance changes to PWLB was noted by the Committee.</p> <p>iii) An SSDC Notice of Publication (enclosure) for the period of consultation on the Neighbourhood Plan was received and noted by the Committee.</p>
14/2020	To agree the date of the next meeting of the Committee on Wednesday 29 <sup>th</sup> April 2020 at 7.00pm	Date of the next meeting was noted.

The meeting closed at 8.24pm

Approved (date): \_\_\_\_\_

Signed by the Chair: \_\_\_\_\_