



MARTOCK PARISH COUNCIL

Finance and Resources Committee

Minutes of a meeting of the Finances and Resources Committee

Wednesday 30th January 2019 at 6pm in the Market House, Martock

Present: Cllrs Graham Middleton (Chair), Jenny Becker, Neil Bloomfield and Marilyn Butler

In attendance: Adam Persson (Clerk), Robert Noakes (RFO) and Cllr Sylvia Williams

Apologies: None

No.	Subject	Comments
01/19	Parishioner participation – to hear any matters raised by members of the public	No members of the public were present.
02/19	Announcement that the meeting may be filmed or recorded	An announcement was made that the meeting may be filmed or recorded. It was AGREED to record the meeting.
03/19	To receive any apologies for absence	No apologies had been tendered.
04/19	To receive any declarations of interest	No declarations received
05/19	To receive a report on any dispensations granted	No dispensations granted
06/19	To agree the minutes of the meeting of 21 st November 2018 and deal with any matters arising	The minutes of the meeting were approved as a true record (enclosure) and signed by the Chair.
07/19	To confirm the actions agreed upon at that meeting have been completed	The Action List was reviewed. 78/18 1 – was an agenda item for the following Full Council meeting. 80/18 – Sylvia Williams had been approached with regard to either becoming a member of the Committee to be an online signatory or as an online signatory only.

		<p>It was AGREED to amend the Financial Regulations to allow the Committee to appoint additional Councillors to be online signatories and to take the amended Regulations to Full Council for approval.</p> <p>ACTION: Clerk</p>
08/19	To approve the provision of First Aid training for Councillors	<p>The provision of First Aid training for Councillors was discussed.</p> <p>It was AGREED to recommend to the February Full Council meeting that First Aid Training be given to any Councillor wishing to volunteer.</p> <p>ACTION: Clerk</p>
09/19	To note the Internal Auditor's Report for April 2018 to October 2018 and the two recommendations	<p>The Internal Auditor's Report for April 2018 to October 2018 and the two recommendations were noted.</p> <p>It was AGREED to purchase a signature stamp for the Clerk to use when signing off invoices.</p> <p>ACTION: Clerk</p>
10/19	To note the authorised payment schedules for December and January	<p>The authorised payment schedules for December and January were noted by the Committee.</p>
11/19	To approve the appointment of Guy Reyland to provide the Services Team with Health & Wellbeing supervision	<p>The appointment of Guy Reyland to provide the Services Team with Health & Wellbeing supervision was AGREED.</p>
12/19	To discuss the purchase of staff laptops and the disposal of old laptops to Job Club	<p>The purchase of staff laptops and the disposal of old laptops to Job Club was discussed. One laptop had already been cleaned for use by the Job Club. The six remaining laptops would also be cleaned after data backup and given to the Job Club to replace the existing computers.</p> <p>It was AGREED to take the quotes for the new staff laptops to the February Full Council meeting for approval.</p> <p>ACTION: Clerk</p>
13/19	To discuss any strategic items and any significant issues to be considered imminently in committee	<p>The Investment Strategy document to be approved at the following Full Council meeting was discussed.</p> <p>It was AGREED that Section 3.4 should specify that the Finance & Resources Committee would monitor risk and that Section 7.2 should be removed.</p>

		ACTION: Clerk
14/19	To discuss any received correspondence relevant to the committee	An email had been received from Came & Co, a trading style of Stackhouse Poland, announcing that Stackhouse Poland will be acquired by Arthur J Gallagher & Co. The transaction is subject to regulatory approval and is expected to close in the first quarter 2019. No action was required or needed by the Council.
15/19	To note the date of the next meeting of the Committee on Wednesday 13 th March 2019 at 7pm	It was noted that two members would not be available on that date at that time and it was AGREED to meet at 5.00pm on the 13 th March rather than 7.00pm. ACTION: Clerk

The meeting closed at 6.32pm

Approved (date): 20th March 2019

Signed by the Chair: _____