

Albrighton Parish Council



Albrighton Parish Council

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Minutes of the Finance Committee meeting of Albrighton Parish Council held on **Thursday 19th August 2021 at 5.30pm** at **Library Meeting Room**, Albrighton Parish Council Office & Library, Station Road, Albrighton. WV7 3QH

Present:

Councillors: Chatburn, Noakes, Pledger, and Straney

Staff: C Turner (Clerk)

There were no (0) members of the public present at the meeting.

A quorum was present when decisions were made. Names present must be recorded.

FCM21 / 001	Welcome The Chairman of the Council welcomed everyone to the meeting and thanked everyone for their attendance.
FCM21 / 002	Election of Chairman and Vice Chairman for Finance Committee The Committee held a discussion on the election Chairman and Vice Chairman for this committee. Councillor Straney was nominated as Chairman for the Finance Committee. Proposed by Councillor Pledger, Seconded by Councillor Chatburn Unanimously agreed by all Councillors RESOLVED that the committee agree for Councillor Straney to be the Chairman of the Finance Committee.
FCM21 / 003	The committee held a discussion to leave the election of the Vice Chairman for the Finance Committee to the next meeting. Proposed by Councillor Pledger, Seconded by Councillor Chatburn Unanimously agreed by all Councillors RESOLVED that the committee defer the election of the Vice Chairman for the Finance Committee to the next meeting.
FCM21 / 004	Declaration of Acceptance of Office Councillor Straney accepted the position of Chairman for the Finance Committee and signed the declaration of acceptance of office.

	Councillor Straney took over the position of Chairing the meeting.
FCM21 / 005	<p>Apologies for Absence</p> <p>Proposed by Councillor Pledger, Seconded by Councillor Straney Unanimously agreed by all Councillors RESOLVED that the committee accept the apologies and reason for absence from Councillors; Lumby, Robinson and Roseby</p>
FCM21 / 006	<p>Code of Conduct <u>Disclosable Pecuniary and other Interests</u></p> <p>The Chairman asked for those present to make any declaration of any disclosable pecuniary interests regarding any matters to be discussed at the meeting, and which is not included in the register of interests. Members are reminded that they are required to leave the room during the discussion and voting on matters in which they have a disclosable pecuniary interest.</p> <p>None were declared.</p>
FCM21 / 007	<p>Update on Committee Members</p> <p>The Clerk informed the Committee that Councillor Lumby had reviewed his position on the Finance Committee and formally withdraw his nomination on the Finance Committee due to the commitments at Shropshire Level.</p> <p>The Committee discussed the request from Councillor Lumby.</p> <p>Proposed by Councillor Chatburn, Seconded by Councillor Pledger Unanimously agreed by all Councillors RESOLVED that the Committee approve the formally withdrawal of Councillor Lumby from the Finance Committee and a recommendation for a new member to be sort at the next Full Council meeting.</p>
FCM21 / 008	<p>Terms of Reference for the Finance Committee</p> <p>The Committee discussed the draft terms of reference as circulated by the Locum Clerk and held a detailed discussion regarding them.</p> <p>Proposed by Councillor Chatburn, Seconded by Councillor Straney Unanimously agreed by all Councillors RESOLVED that the Committee accept in principle the terms of reference for the Finance Committee and to review these terms of reference at the next committee meeting.</p>
FCM21 / 009	<p>Dates of the Finance Committee Meetings</p> <p>The Committee discussed the draft dates for the Finance Committee meetings as circulated by the Locum Clerk and held a detailed discussion regarding them.</p> <p>The Committee had a discussion with regard to the dates of all Council meetings and the level of evening meetings the Clerk needed to attend. The Committee asked the Clerk to look at a meeting schedule that would help reduce the number of evening meetings she attended and asked if two meetings could be completed in one night; and one at 5.30pm and the next at 7.30pm.</p> <p>Meeting dates to be discussed at next Finance Committee meeting.</p>
FCM21 / 010	<p>Accounts System and Nominal Codes</p> <p>The Committee received an update from the Locum Clerk regarding the previously circulated documents relating to the Budget 2021/2022 and List of Nominal Codes.</p> <p>The Committee had a discussion with regard to the information provided and the requirement of the Finance Committee for future meetings.</p>

<p>FCM21 / 011</p>	<p>Draft Accounts for May 2021 The Committee received an update from the Locum Clerk regarding the accounts and financial status for May 2021.</p> <p>The Committee had a discussion with regard to the information provided and the requirement of the Finance Committee for future Meetings. These discussions included the Draft accounts for June 2021 and July 2021.</p> <p>The Committee agreed for the Chairman of the Finance Committee to meet with the Locum Clerk to agree and recommend the reports required for future Finance Committee meetings to make the process more streamlined and informative.</p> <p>Proposed by Councillor Noakes, Seconded by Councillor Straney Unanimously agreed by all Councillors RESOLVED that the Committee agree for the Chairman of the Finance Committee to meet with the Locum Clerk to agree and recommend the report required for future Finance Committee meetings.</p>
<p>FCM21 / 012</p>	<p>The Locum Clerk informed the Committee that as per standing order 3.x. A meeting shall not exceed a period of (2) hours.</p> <p>The Committee had a discussion on the requirement to finish the remainder of the meeting and to suspend Standing Orders to enable this to be completed.</p> <p>Proposed by Councillor Chatburn, Seconded by Councillor Straney Unanimously agreed by all Councillors RESOLVED that the Committee agree to suspend Standing Order 3.x. to all the Committee to finish the remained of the business on the agenda set.</p>
<p>FCM21 / 013</p>	<p>Draft Accounts for June 2021 The Committee discussed this item as part of FCM21 / 011 – Draft Accounts for May 2021.</p>
<p>FCM21 / 014</p>	<p>Draft Accounts for July 2021 The Committee discussed this item as part of FCM21 / 011 – Draft Accounts for May 2021.</p>
<p>FCM21 / 015</p>	<p>General Finance Update The Committee received a verbal update from the Locum Clerk regarding the previously circulated report - Finance Update.</p> <p>The Committee were given an opportunity to as the Locum Clerk questions regarding the report - Finance Update.</p> <p>The Committee held a discussion on the hours and work load of the Locum Clerk and wanted to put forward a recommendation to the Finance Committee for an Assistant Clerk to assist the Locum Clerk and also cover the Friday not worked by the Locum Clerk.</p>
<p>FCM21 / 016</p>	<p>Date of Next Meeting</p> <ul style="list-style-type: none"> - Full Council Meeting - Thursday 2nd September 2021 at 7.00pm - Date for the next Finance Committee to be agreed.

The meeting ended at 7.40pm

Signed:
Chairman of the Committee

Date: