

WARFIELD PARISH COUNCIL

MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE

held **virtually** on **Tuesday 16 February 2021** at **7.45pm**

Present: Councillors Strudley (Chair), Mrs Barnard, Ms Dulieu and Fitzwilliams

In attendance: The Parish Clerk and Cllr-elect McCracken

001. Apologies for absence

Apologies were received from Cllr Mrs Wallen

002. Declarations of interest

No declarations of interest were received.

003. Minutes of the previous meeting

The minutes of the meeting of 13 January 2021 were circulated to members in advance of the meeting. Approval of the minutes was proposed by Cllr Ms Dulieu and seconded by Cllr Fitzwilliams and the minutes were **APPROVED** by members present.

The Clerk checked the notes from the meeting of 13 January and corrected the minutes to show that Cllr Mrs Barnard tendered apologies and was not present.

004. Matters arising from the previous meeting

The Clerk advised members that the Complaints Policy would be presented at the March meeting of the committee.

005. Financial Report

The Financial Report to the end of January 2021 was circulated to members ahead of the meeting. An update on debt would be presented at the March meeting.

The Clerk chased the VAT refund and expected this shortly.

The report was noted.

006. Risk Register

The risk register was circulated to members ahead of the meeting. Members had made comments ahead of the meeting and the Clerk informed members of changes made resulting from this.

It was agreed that the draft would be recirculated with other minor points raised at the meeting.

It was proposed by Cllr Ms Dulieu that the risk register be recommended to full council, this was seconded by Cllr Mrs Barnard and APPROVED by members present.

007. Staffing Committee

Proposals for restructuring the Staffing Committee to be independent of the Finance & General Purposes Committee were circulated to members ahead of the meeting along with terms of reference.

Members agreed that the proposals should go to full council ahead of the annual meeting in May. This was proposed by Cllr Ms Dulieu, seconded by Cllr Fitzwilliams.

The creation of the Staffing Committee would be included in the updated standing orders.

008. Responsible Financial Officer update

The Clerk updated on the appointment of the new Finance Officer, who would take up their role on 1 March. The Clerk discussed with members a protocol of contact moving forward when the Finance Officer took over day to day processing from April. The Clerk would look to clarify roles splitting financial policy and strategy from transactional activity.

009. Future agenda items and date of the next meeting

Items for future agenda items were circulated to members. The date of the next meeting was agreed as Tuesday 23 March 2021 at 7.45pm.

010. Closure of the meeting

The meeting closed at 8.40pm