



FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the meeting held on Monday 19 November 2018 at 7.00pm
in the Ellendune Community Centre

- Present** Cllr L Campisano
Cllr H Dosanjh
Cllr J Hewer
Cllr A Richards
- Clerk** Jodie Smart
- FGP/074** **Apologies**
Apologies were received from Cllr C Clark and Cllr S Harcourt.
- FGP/075** **Declarations of Interest & Applications for Dispensation**
No declarations of interest nor applications for dispensation were received.
- FGP/076** **Public Questions**
There were no members of the public present.
- FGP/077** **Minutes**
Members **RESOLVED** to approve the minutes of the Finance and General Purposes committee meeting held on 15 October 2018.
- FGP/078** **Payment Schedule for November 2018**
Members **RESOLVED** to approve the Payment Schedule for November 2018, a copy of which appears as Appendix A in the Minute Book.
- FGP/079** **Income & Expenditure**
Members **NOTED** the Income & Expenditure Statement for October 2018, a copy of which appears as Appendix B in the Minute Book.
- FGP/080** **Bank Reconciliations**
Members **NOTED** the bank statements and reconciliations for October 2018, copies of which appear as Appendix C in the Minute Book.
- FGP/081** **Newsletters**
Members **RESOLVED** to retrospectively approve the expenditure of £389.00 on newsletter printing (Newsletters 100/4165).
- FGP/082** **Emails**
Members **RESOLVED** to retrospectively approve the expenditure of £125.00 for the first two years of email hosting via vision ICT.

FGP/083

Exclusion of Press and Public

Members **RESOLVED** in accordance with Standing Order 3 (d) that ‘in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they be instructed to withdraw’.

Reason: Staffing and contractual matters.

FGP/084

Job Description Review

Members **NOTED** the report of the Clerk regarding the review of staff job descriptions and salary, a copy of which appears as Appendix D in the Confidential Minute File.

Members **RESOLVED** to approve the recommendations within the report.

FGP/085

Staff Medicals

Members **NOTED** the occupational health reports for the grounds team, a copy of which appears as Appendix E in the Confidential Minute File.

FGP/086

Electricity Supplier

Members **NOTED** the report of the Administration Officer regarding the electricity supply contracts to Maunsell Way and Weir Field Pavilions, a copy of which appears as Appendix F in the Confidential Minute File.

Members **RESOLVED** to approve the recommendation within the report.

FGP/087

Training Update

Members **NOTED** the report of the Clerk regarding the staff training plans, a copy of which appears as Appendix G in the Confidential Minute File.

Members **RESOLVED** to approve the recommendations within the report.

The meeting closed at 7.25pm

Signed.....

Date.....

Chairman of the Council