

**Minutes of the Finance & General Purposes Committee**  
**held on Monday 19 July 2021 at 6.30pm**

**Present:** Cllr Bowden, Cllr Corlett-Shaw, Cllr Irven, Cllr Murphy (Chair) and Cllr Whetlor

In the absence of the Clerk, Cllr Whetlor took the minutes of the meeting.

**21/138C To receive Apologies for Absence (LGA 1972, section 85 (1):** Cllr Murphy proposed that ***'the apologies given by Cllrs Campbell and Westcott are accepted'***. Seconded by Cllr Bowden. Carried

**21/139C To receive Declarations of Interest:**

| Name         | Minute No: | Description of Interest       | Personal / Prejudicial | Action Taken  |
|--------------|------------|-------------------------------|------------------------|---|
| Cllr Whetlor | 21/140C(c) | Member of the volunteer group | Personal               | Cllr remained in the room and participated in the discussion and voting |

**21/140C Application for a Financial Grant:**

(i) 1940's Weekend

Cllr Irven proposed ***"the application for a grant of £2,000 is approved as a one-off exception. This is an outstanding event on which the group have worked hard. It has previously been self-financing but due to COVID they have not been able to hold any fundraising events"***. Seconded by Cllr Corlett-Shaw. Carried.

**21/141C Financial Matters:**

- (i) Once per quarter, the Chair of the Committee shall be appointed to verify bank reconciliations for all accounts produced by the RFO, the contents to be noted by this Committee, as per regulation 2.2 – Noted
- (ii) All payments above £500.00 and below £5000.00 are itemised and reported to this Committee, as per regulation 4.1 - Noted and signed off by the Chair of the Committee
- (iii) All payments issued for payment outside of Full Council Meetings, shall be reported to this Committee, as per regulation 6.6 – Noted and signed off by the Chair of the Committee. Cllr Corlett-Shaw requested that the cost of the dog bags is researched to obtain a lower price.

**21/142C Cemetery Matters:**

- (i) To include an inclusion in the Cemetery Policy for a (DVT) raised tablet - drafted by the Cemetery Administrator and circulated to members prior to the meeting via (Appendix 1a) - Cllr Murphy proposed ***'approval of the recommended amendments to the Cemetery Policy'***. Seconded by Cllr Irven. Carried.
- (ii) To consider a request to plant a miniature rose plant either side of the headstone on plot 140 – See recommendation from the Cemetery Administrator contained in (Appendix 1b) – circulated to members prior to the meeting Cllr Murphy proposed ***"The Committee approve the planting of the two rose plants; one either side of the headstone, with protective cages, on the proviso that they are maintained by the owner of the grave, and do not grow beyond the plot boundary. The cage design to be subject to the approval of the ground staff and, in the event of the roses needing pruning, they will liaise with the owner of the plot before taking any action"***. Seconded by Cllr Corlett-Shaw. Carried.

**21/143C Recommendation from Personnel Committee:**

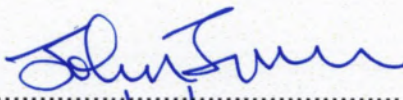
- (i) To approve amendments to all staff members 'employment contracts' in accordance with the NALC revised model – please see (Appendix 2) circulated to members prior to the meeting - Cllr Murphy proposed ***"the committee approve the recommended amendments to the 'Employment contract with the spelling mistake on page 5 'Equity' amended to 'Equality'"***. Seconded by Cllr Irven. Carried.



**21/137C Matters for the next meeting:**

- (i) Liaise with the Clerk

Meeting closed at 7.20pm

Signed: .....   
Dated: ..... 15/9/21 .....