

**MINUTES OF THE MANAGEMENT COMMITTEE HELD IN THE PARISH OFFICE,
ON TUESDAY 10th SEPTEMBER 2019 AT 7.30PM**

Present: Councillors, Lynn Forsyth, Donna Griggs, Lindsey Maggs, Conrad Oatey, Mel Roper, Kevin Shaw (Chairman), Len Simmons

The Clerk Neil Lambert, was also present

19/MAN/17 **Apologies for Absence** Councillor Conrad Oatey – reason given and accepted

19/MAN/18 **Declaration of Interest in Items on the Agenda**

None

19/MAN/19 **Chairman's Announcements**

None

19/MAN/20 **To Report Any Matters Arising From Minutes of The Meeting Held 9th July 2019 Not On The Agenda – For Information Only**

None

19/MAN/21 **To Approve Dates of Policies Review Schedule – Paper Attached**

The Clerk explained the circulated paper and corrected an error that Index P should state Standing Orders last updated 2018, not 2019. Some updates are imposed nationally at unpredictable times, which we then have to follow.

It was agreed that even if changes are not proposed, all councillors will receive the document, especially so that new councillors can be familiarised with content.

The proposed schedule of dates was agreed

19/MAN/22 **To Approve New Version of Financial Regulations – Paper Attached**

The Clerk, in this instance also the Responsible Financial Officer, RFO, explained the circulated paper, with highlights in yellow, which included updates provided nationally.

Some clauses which had been worded locally were proposed to be changed, in particular reporting of Bank Reconciliation quarterly at 5.12 and 5.13. Also, as a change of bank is proposed, one current and one deposit account is proposed, and no separate payroll account, deleting clauses 7.9 and 7.10

RECOMMENDATION

It was unanimously agreed to recommend the new version of Financial Regulations, September 2019, for approval at Full Council.

19/MAN/23 Change of Banks – Verbal Progress Report

The Clerk referred to the proposed move to Unity Trust Bank, from HSBC, in particular to enable and ensure Dual Authorisation of payments by remote electronic access, rather than current transaction by single “signatory”, normally the Clerk/RFO.

The Parish Council Chairman and Vice-chairman, the Chairs of Planning and Amenities, and the Clerk and Deputy will be asked to provide personal details to complete documentation, along with minutes and standing orders from the Parish Council

RECOMMENDATION

It was unanimously agreed to recommend the new banking arrangements, for approval at Full Council

19/MAN/24 To Receive Quarter 1 Budget Review To 30.6.19 – Paper Attached

The Clerk provided clarifications to the circulated papers, which showed a satisfactory position.

There was a discussion about possible future expenditure in the Gotham Road Play Area. As much information as possible is to be available at the forthcoming Amenities meeting when decisions may be considered

19/MAN/25 Non-Domestic Rates Charges On Car Park – Verbal Progress Report

The Clerk reported verbal agreement with Rushcliffe Borough Council that:-

- RBC fund 75% of the charges for 2017-18, 2018-19, and 2019-20 – ELPC may have to pay the whole amount and then claim reimbursement
- RBC will meet the costs of the upper area from 1.4.2020
- ELPC to pay for the extension, lower area, from 1.4.2020
- RBC to issue a new agreement for the land

Concern was expressed that we might also incur rates on the proposed new Costock Road Car Park

However, it was noted that rates on the public WC on Gotham Road will be zero from 1.4.2020

19/MAN/26 To Report Correspondence Received Since the Last Meeting – For Information Only

1. PC Kelly Carlisle – Crime Figures for August

19/MAN/27 Questions To Chairman (In Accordance With Standing Order 1u)

There were no questions

The meeting closed at 8.40pm

DRAFT