Parish Clerk
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Willingdon
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The minutes of the **FINANCE & GENERAL PURPOSES COMMITTEE MEETING**
At the Parish Office
held on **Wednesday 9th June 2021** at 10.30am.

Present: Cllrs John Pritchett (JP) (Chairman), Douglas Murray (DM), Ian Nisbet (IN).

In Attendance: Stephen Keogh – Parish Clerk (SK)

Item	Subject	Action By
FGP21/035	**Apologies, Councillors not present, and notification of substitutes** At the Full Council Meeting on 4th May 2021 it was Agreed that three Members would meet to ratify recommendations made by the Committee at the virtual meeting on Tuesday 1st June 2021	
FGP21/036	**To accept the minutes of the meeting held on Monday 12th April 2021.** **RESOLVED:** The minutes of Monday 12th April 2021 were accepted as an accurate record and would be signed by the Chairman.	
FGP21/037	**Declarations of interest** There were no declarations of Interest..	
FGP21/038	**Public Question Time –** to deal with any questions received from members of the public relating to items on this agenda. The public had been asked to submit questions before the meeting to the Parish Clerk. There were no questions received. The Clerk asked if Cllr Cooper wished to speak, the Chairman stated that he was happy to allow Cllr Cooper to speak at the appropriate item on the agenda.	
FGP21/039	**Parish Clerks Report on Items Not on The Agenda** The report regarding Cllr Les Moors resignation and the by election details were **NOTED.**	
FGP21/040	**Administrative Matters** **(i) Appoint Members of the Governance Sub Committee.** It was **AGREED** to **RATIFY** the decision for the following membership to the Governance Sub Committee. Cllrs Ben Clennell, Douglas Murray, John Pritchett, Andy Watkins, and Ryan Weedon **(ii) Personnel Sub Committee Membership.** ***The Chairman suspended Standing orders to allow Cllr Cooper to speak*** Cllr Cooper requested that he be allowed to remain as Chairman of the Personnel Sub Committee, his request was endorsed by Cllrs Lynn, Weedon and Clennell. Cllr Gleeson commented that he was happy to have Cllr Coopers knowledge and experience on the committee. ***Standing Orders were reinstated***	

	It was **AGREED** to **RATIFY** the decision for the following membership to the Personnel Sub Committee. Cllrs Martin Cooper, Howard Coote, Christina Lynn, Douglas Murray, and John Pritchett. **(iii) Select Personnel Sub Committee Chairman.** Following a discussion regarding the make-up of the committee and mention of the issues which are to be discussed at the first meeting of the Sub Committee. It was **AGREED** to **RATIFY** the decision to make Cllr Howard Coote Chairman of the Personnel Sub Committee. **(iv) Business Plan and CIL Sub Committee Membership.** The Chairman commented that the Clerk had put forward a proposal that the two sub committees amalgamate, as the subject matter was very similar, and the Business Plan document would be created as a plan for the spending of the CIL money. It was **AGREED** to **RATIFY** the decision for the Business Plan and the CIL Sub Committees to amalgamate into one subcommittee with 5 members. It was **AGREED** to **RATIFY** the decision for the following membership to the Business Plan and CIL Sub Committee. Cllrs Howard Coote, Douglas Murray, Ian Nisbet, John Pritchett, and Stephen Shing Cllr Fran Pritchett was to act as substitute. **(v) To consider the terms of reference of Sub Committees.** ***Standing Orders were suspended*** Cllr Cooper asked if the item 13 of the Personnel Sub Committee terms of reference needed re wording. Cllr Gleeson explained that this allowed the Clerk to manage the other staff as instructed by the Sub-Committee. The numbers of Members per sub committee did need altering to 5 per sub committee, **AGREED** to **RATIFY** the decision that the Terms of Reference did not require alteration except in the case of the Personnel, new Business plan and CIL Sub Committee and the increased number of Members per sub committee to 5. ***Standing Orders were reinstated***	
FGP21/041	**<u>Risk Management</u> – to consider the effects (if any) arising from items on the agenda.**	
FGP21/042	**<u>Urgent Matters</u> – for noting or referral to the next agenda for Full Council or appropriate committee/sub-committee.** Cllr J Pritchett asked for the Annual Council minutes to be put onto the website. The Clerk would do so soonest. Cllr Coote asked the Clerk to arrange the first meeting of the Personnel Sub Committee. Cllr Gleeson asked if Cllr Clennell would be interested in being brought onto the Finance and General Purposes Committee as a full member of the Committee. **AGREED** to **RATIFY** the decision for Cllr Clennell be added to the F & GP committee membership.	

FGP21/043	**Date of next meeting** The next meeting is scheduled for Monday 12th July 2021.	

Meeting closed at 10.50am

Signed Committee Chair………………………………………………… Date……………………………..