

**Minutes of the Finance and General Purpose Committee Meeting of Ockbrook and  
Borrowash Parish Council.**

**Held at the Parish Hall, Ockbrook on Wednesday 29<sup>th</sup> May 2019 at 07.45pm**

**Present.**

Councillors T Holbrook (Chairman), S Fraser-Burton (vice chairman) D Webster, J Kennedy and M White.

**Also Present**

Sarah Kitchener (Clerk and RFO)

**39/05/19 Noted Apologies for Absence**

Councillor T Kokiet.

**40/05/19 Approve the Parish Council Minutes of the Previous Finance and General Purpose Meeting.**

Approved by Councillor T Holbrook.

**41/05/19 Variation of the Order Of Business.**

No Variation of business.

**42/05/19 Declaration Of Members Interests.**

No declaration of members interests.

**43/05/19 Committee Items for Discussion/Action or Update**

A) **Budget Expenses to date.**

**RESOLVED** Clerk produced proposed budget for income, this is to be typed up for the ordinary parish meeting. Expenditure budget to be produced.

B) Review Accounting Records in Place (Financial regs 1.9 to 1.12)

**RESOLVED** Clerk checked accounting records against DALC'S and they are all correct.

C) Review Bank Mandate.

**RESOLVED** All Councillors on mandate that should be.

D) Review of Protocols and Procedures.

Auditor requested for this to be done yearly.

**RESOLVED** The Council has standing orders, financial regulations, the code of conduct and grievance procedures. Clerk looking into dismissal and discrimination procedures and to look at other Parish Council websites to see if anything else is needed.

E) Approve any Outstanding Payments.

**RESOLVED** Will be approved at full meeting.

F) GDPR.

Councillor S Fraser-Burton produced GDPR protocol notes.

**RESOLVED** Proposed that any emails from individual councillors to outside bodies needs to go through the Clerk or is to be sent on Council email addresses only not personal ones. This was seconded by Councillor J Kennedy and all unanimously agreed.

**44/05/19 Date and Time of Next Meeting.**

The next Finance and General Purpose meeting is scheduled to take place in 3 months, a specific date to be decided nearer the time.

There being no further business the meeting concluded at 07.58 pm