

**MINUTES OF THE  
FINANCE & GENERAL PURPOSES COMMITTEE MEETING  
HELD MONDAY 8<sup>TH</sup> JUNE 2020  
6PM  
VIRTUAL MEETING VIA ZOOM VIDEO & TELEPHONE CONFERENCING**

This meeting was held using video and web conferencing software as permitted under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

Present by video link: Cllrs Mr R Flemming, Mrs D Glenville, Mrs A Hall, Mr M Hall, Mr R Hoelmer, Mr K Lynch, Mr R Mayne, Mr N Robinson, Mr B Walker & Mr P Williams

In attendance by video link: Cllr Mr H Wilkins  
H Thomasson (Principal Officer)  
J Perry (Responsible Financial Officer & Deputy Principal Officer)  
A Harrison (Estates Officer)

No members of public

Cllr Mr Flemming welcomed everyone to the meeting

1. ELECTION OF CHAIRMAN

Cllr Mr Williams was proposed by Cllr Mr Flemming, seconded by Cllr Mr Mayne. There being no other nomination, and with all in agreement by show of hands, it was

RESOLVED – Cllr Mr Williams be duly elected Chairman of the Finance & General Purposes Committee.

Cllr Mr Williams took the Chair.

2. ELECTION OF VICE-CHAIRMAN

Cllr Mr Hoelmer was proposed by Cllr Mr Williams, seconded by Cllr Mr Lynch, and with all in agreement by show of hands, it was

RESOLVED – Cllr Mr Hoelmer be duly elected Vice-Chairman of the Finance & General Purposes Committee.

3. APOLOGIES FOR ABSENCE

All committee members were present.

4. MEMBERS DECLARATIONS OF INTEREST

There were no declarations of interest from Members at this time.

The Principal Officer declared a personal pecuniary interest in item 8 on the agenda as a vehicle included in the report to be discussed was in her family ownership.

5. MINUTES OF THE MEETING HELD 16<sup>TH</sup> MARCH 2020

Minutes of the meeting had been circulated to all Members and were considered. Proposed by Cllr Mr Flemming, seconded by Cllr Mr Lynch, and with all in agreement by show of hands, it was

RESOLVED – that the minutes of the meeting held 16<sup>th</sup> March 2020 be approved, to be signed by the Chairman at a later date.

6. MATTERS ARISING

6.1 LCC Tree Survey

The 3-yearly Parish tree survey, carried out by Leicestershire County Council, was now complete and the Estates Officer had been provided with all reports which included recommendations for remedial works to be carried out.

The Estates Officer explained that remedial works identified in the survey are categorised as requiring Urgent, Priority 1, Priority 2 or Routine works. He confirmed that no trees had been identified in the Urgent or Priority 1 category and he would be looking at programming necessary work into the grounds maintenance schedule where possible, with some of the works needing to be carried out by an arborist.

6.2 Note of thanks from Pheonix Club Burbage

Following a recent donation made by the Parish Council, a note of thanks had been received from Pheonix Club Burbage and had been circulated to all Members.

7. PUBLIC QUESTIONS & COMMENTS

There were no members of the public present.

*In order not to participate in the next item the Principal Officer left the meeting at this point.*

8. REPLACEMENT GROUNDS MAINTENANCE VEHICLE

A report from the Estates Officer had been circulated to all members prior to the meeting. After lengthy discussion, proposed by Cllr Mr Mayne, seconded by Cllr Mr Walker, and with all in agreement by show of hands, it was

RESOLVED - that the proposed vehicle in the report be purchased, subject to a satisfactory mechanical inspection report being obtained on the vehicle prior to purchase, with delegated powers for the Chairman, Chair of F & GP and the Responsible Financial Officer to jointly approve the mechanical inspection report before the purchase is made.

*The Principal Officer re-joined the meeting at this point.*

9. REQUEST FROM BURBAGE OLD BOYS FOOTBALL CLUB - VETERAN TEAM

Correspondence had been received from Burbage Old Boys Football Club (BBFC) and had been circulated to all members. The Veteran's Team having only used the pitch and facilities 3 times last season, due to weather conditions and the Coronavirus pandemic restriction; and with the Club having limited funds; a request for the Parish Council to consider a reduction in pitch fees had been made.

Following some discussion, proposed by Cllr Mr Hall, seconded by Cllr Mr Flemming, and with all in agreement by show of hands, it was

RESOLVED – that a one-off goodwill donation of £240 be made to Burbage Old Boys Football Club, in recognition of their only using the pitch and changing facilities 3 times during the 2019/2020 football season due to issues beyond their control.

10. START TIME AND DATES OF FUTURE F&GP MEETINGS

After discussion, Cllr Mr Robinson proposed that future meetings of the Finance & General Purposes Committee should commence at 6.30pm, with the next meeting to be held on 17<sup>th</sup> August 2020, seconded by Cllr Mrs Hall, and with all in agreement by show of hands, it was

RESOLVED - that future meetings of the F&GP committee would be scheduled to commence at 6.30pm, with the next meeting to be held on 17<sup>th</sup> August 2020.

11. CONTINUATION OF EXISTING WORKING PARTIES

Proposed by Cllr Mr Flemming, seconded by Cllr Mrs Hall, it was

RESOLVED – that the following working parties would continue:  
Allotments, Cemetery, Millennium Hall Development, Remembrance & Open Space Development.

12. NOMINATIONS FOR MEMBERSHIP OF EXISTING WORKING PARTIES

Members nominations were received, read out and membership noted. A list of committees and working party membership would be provided to all Members in due course.

13. FORMATION OF NEW WORKING PARTIES

There were no suggestions for the formation of additional working parties.

14. MEMBERS PROJECT SUGGESTIONS

No project suggestions were received from Members at this time.

15. FUTURE BANK MANDATE PROCEDURES

The Principal Officer explained existing bank mandate procedures and the necessity to consider making changes to existing mandate holders. Historically the Chairman and Vice-Chairman of Council and standing committees were invited to become bank mandate holders. After some discussion, proposed by Cllr Mr Williams, seconded by Cllr Mr Flemming, and with all in agreement by show of hands, it was

RESOLVED - That for best practice financial control, business continuity, and efficiency, the current bank mandate holders are to remain in place with further mandate holders to be considered if the need arises.

16. RESPONSIBLE FINANCIAL OFFICER'S REPORT

A written report had been circulated and was presented by the Responsible Financial Officer. The information was noted.

17. FINANCIAL REPORTS

Reports circulated to all Members included: a list of accounts paid; a summary of receipts and payments to date; a bank reconciliation; and bank statements. All reports were visibly inspected and by the Chairman, proposed by Cllr Mr Flemming, seconded by Cllr Mr Lynch, and with all in agreement by show of hands, it was

RESOLVED - That the finance reports be confirmed with the Chairman to sign at a later date.

There being no further business the meeting closed at 7.30pm.