

Minutes of the Policy & Finance Committee Meeting held on Wednesday 10th March at 9:30 am this meeting was held virtually via Zoom

MINUTES

Present: Cllrs Gross, Hall, Hartshorn, Mitchell and Watts.

In Attendance: Gail Newcombe – Clerk

Sue Wyles – Senior Administrator

20/14 Apologies for Absence

There were no apologies.

20/15 Declarations of Interest

Cllr Mitchell declared an interest as a member of the Community Library Management Committee.

20/16 To confirm and sign the minutes of the Finance Committee Meeting held on 24th November 2020

Resolved the minutes be signed by the Chairman as a correct record of the meeting.

20/17 Public Participation

There were no members of the public in attendance.

20/18 To consider outstanding invoice for Bar Rental

Resolved to write off debt for invoice number 4/transaction 19843 an outstanding debt from the previous financial year as despite chasing we have not received payment.

20/19 To consider loss of income for 2021/2022 due to Covid-19 (Appendix 2)

Some of the impact has been offset by grants.

20/20 To review earmarked reserves (Appendix 3)

Resolved to transfer £3,418.38 from the contingency reserve to cover IT equipment purchased to allow home working during the Pandemic, alterations to office and booking refunds.

Resolved to transfer £3,486.96 from facilities reserve for Condition Survey at the Rothley Centre.

20/21 Review and consider staffing requirements (Appendix 4)

Rota for caretaking staff to be reviewed monthly to cover lettings requirements/Furlough hours. Staffing Committee to arrange a meeting to investigate longer term requirements.

Resolved to pay the Clerk and Admin Assistant holiday pay for some leave not taken and additional hours required to complete year-end accounts and audits.

20/22 Date of next meeting – to be confirmed.

The meeting closed at 10:10am

Signed: Date: