

Minutes of a meeting of the Finance and Probity Committee of the Parish Council held on Wednesday 4th September 2019 at 7.00pm in the War Memorial Hall, Tutshill.

Present: Councillors; Bollen, Molyneux, O’Toole, Powell and Tullett.
Officers: Mrs C Hinton (Clerk).

1. **ATTENDANCE**

- a) **Resolved to receive** apologies for absence from those councillors unable to attend from Councillor Koning.
- b) **Resolved to accept** those apologies received with reasons for absence from Councillor Koning.

2. **DECLARATIONS OF INTEREST**

To receive Declarations of Interest in respect of matters contained in this agenda, in accordance with the provisions of the Local Government Act 1972 in respect of officers and in accordance with the provisions of the Localism Act 2011 in respect of members.

Interests may be declared at any time during the meeting should they become apparent.

3. **MINUTES OF PREVIOUS MEETING**

- a) **Resolved to approve** as a correct record the minutes of the meeting held on 5th June 2019.
- b) **To consider any questions** arising from those minutes.

There were none.

4. **PUBLIC CONSULTATION**

To receive and consider any questions from the Public, which may be answered but not debated.
There were no members of the public present.

5. **PARISH CLERK’S REPORT**

Resolved to receive and note the Parish Clerk’s Report.

6. **ACCOUNTS**

- a) **Resolved to approve the Accuracy of** the Receipts and Payments entries to August 2019.
- b) **Resolved to receive and note** Budget Monitoring Sheet 2019/2020.
- c) **Resolved to note** entries in Receipts and Payments spreadsheet have been checked by Cllr Bollen prior to meeting.

7. **QUARTERLY FINANCIAL CHECKS**

To undertake Quarterly Financial Checks.
Five invoices and supporting paperwork were checked and found to be correct.

8. **GRANT APPLICATIONS**

To consider the Following Grant Applications:
None received.

9. **STAFFING**

- a) **Resolved to note** successful completion of probation period for David Stevens.
- b) **Resolved to approve** amendment to Clerk’s Assistant contract paragraph 21.3 so that the notice period required to be given to the employee is 2 months, reflecting that required to be given to the Council by the employee.

10. **FUTURE MEETINGS**

Resolved to note the date of the next meeting – 4th December 2019.

The meeting closed at 19.40hrs.