



At a meeting of the Finance and
Management Committee, at
12 Arden Road in Frankley, on
7 February 2024, at 13:00 hours.

Chairperson: Cllr Joanna Walker

Cllrs present: Linda Coates, Kate Strachan, Mick Murphy.

Also, in attendance: Margarita Fackrell (RFO),
Rachael Anstey (Clerk)

Members of
the Public: 1

MINUTES

1 Apologies

There were none.

2 Declarations of Interest

There were none.

3 Minutes of the last F & M Committee

The F & M minutes of 6 December were accepted.

4 Street Champions Truck

The administrator of the Street Champions was present to inform he would transfer funds back to the Parish Council account as soon as he received the bank details. Looking towards the upcoming insurance, he was wary due to his age whether he would be covered. The Chair highlighted the issue of the running the truck wasn't just a problem of getting the volunteers, there was a need for younger people.

The RFO had heard that the DVLA was going to tighten up the law for drivers over 70-year-olds, they would need to renew their licence every 3 years.

There was also the need for truck driver's licences to be visually checked, scanned and saved, to ensure they were valid. There was a way for employers to check licences on-line.

Insurance was in place until 17 April. It might be a parish council decision to restrict drivers to a certain age limit, for example no drivers over 80 years old.

The option of subcontracting the work of the Street Champions out to Andrew Lewis. He could not attend in person to answer queries raised about what was classed as expenses and establish exactly what he is offering us and confirm he will be able to do it on a regular basis. The Clerk to find out more on this front.

5 Printer Contract

The printer contract was up for renewal after five years. After a review printer that could print in A3 would be desirable.

The RFO would report back once quotes from different 3 suppliers were obtained on: the cost of running it on a quarterly/monthly basis, price of copies, security. To be submitted before the parish council once agreed in principle, the F&M Committee to decide on which one.

6 GOV.UK Domain and email service

Parish Online annual subscription of £450, excluding VAT, for a new compliant website with up to 20 mailboxes for sending mail. That discounted price would stay with our account each year of your subscription. The package includes:

- i. Any new features, security upgrades or updates to align to new legislation.
- ii. They import content over from current website at no extra charge as much as possible.
- iii. SSL Certified, keeps our site encrypted and safe for visitors.

The NALC recommendation was for parish councils to have email addresses in line with councillor and staff email addresses. The decision would be deferred until Gill Lungley had been consulted as to whether she felt it was a good idea that the parish council had a domain gov.uk, which would fall into line with others and the local authority.

7 Training

Gill Lungley could provide bespoke training as an independent consultant.

The cost of bringing in this expertise for 2 hours delivered to all councillors, in a face to face setting, to address our Parish Council's individual issues at a cost of £120 to set the parish council back on the right track moving forward. As well as mentoring was recommended for the RFO, and Clerk, at a cost of £40 for an hour.

RFO felt it would be a good idea to feel more secure in her role. Gill's availability would be requested.

8 Digital Monitor

No concrete conclusion had been reached on the idea to install a digital monitor in the front window of the office, in the context of marking D-Day with film clips, proposed at the last parish council meeting.

A price had been researched for 17-inch monitor. Another factor was the time taken to create slides, how long the slides should run for, how much information to display the examples were bullet points or posters mentioned. The screen time would only be visible during office opening hours. It was a matter for the parish council to make a formal decision on whether to proceed or not.

9 Internal Auditor

It was proposed to use the same internal auditor, Eleanor Choudry, as last year in 2024.

10 Items for Information only

Clerk's – Contract of Employment to be discussed with the RFO at a later date.

Meeting ended at 13:53 hours

Chairperson.....

Date.....