

## Appendix B

### REPORT OF A MEETING OF THE FINANCE AND GENERAL PURPOSES COMMITTEE HELD IN THE W. I. HALL, LONGDON, ON TUESDAY, MAY 25<sup>TH</sup>, 2010

Present: Cllr. G. D. Duckett (Chairman); Cllr. R. A. G. Clarke; and Cllr. A. J. Juxon.

Also present was the Clerk.

#### 1. APOLOGIES

None had been received prior to the meeting.

#### 2. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting, held in the W. I. Hall, Longdon, on Tuesday, March 23<sup>rd</sup>, 2010, were, on a motion proposed by Cllr. Clarke and seconded by Cllr. Juxon, approved and signed.

#### 3. MATTERS ARISING FROM THE MINUTES

All matters were dealt with in the main agenda.

#### 4. LIKELY CAPITAL EXPENDITURE DURING THE CURRENT FINANCIAL YEAR

Likely projects identified as requiring funding during the forthcoming financial year were the protection and maintenance of the verge outside No. 71 Upper Way, the laying down of flower-beds at the entrances to Brook End and at the top of Grange Hill, Upper Longdon, the printing of footpath leaflets and the purchase of waymarkers.

It was thought that the cost of regenerating and maintaining Gentleshaw Green was likely to exceed the £3000. 00 already allocated.

However, the Parish Council was unlikely to be asked to provide any funding for the projected community bowling green the near future.

It was agreed that the Council should set up a contingency fund of £7000. 00 in case the opportunity should arise to acquire and develop a site for a play area.

#### 5. REVIEW OF INSURANCE POLICY

The following changes to the current policy were agreed: the Fidelity Guarantee should be raised from £10,000 to £20,000; the value of the notice-boards should be increased by the value of the new notice-board in Upper Way; and the value of the six dog-waste bins should be reduced from £2400 to £1400, their current market value.

The Clerk would contact the insurance company to make these adjustments.

6. CONFIRMATION OF CLOSURE OF HALIFAX SAVINGS ACCOUNT AND RE-INVESTMENT OF FUNDS

On a motion proposed by Cllr. Clarke and seconded by Cllr. Mrs. Duckett, closure of the Halifax Savings Account was confirmed and the Clerk was authorised to obtain details of the fixed-period bonds offered to Parish Council by the Co-operative Bank.

7. RISK ASSESSMENT POLICY

Cllr. Clarke said that he would be ready to present a full draft of a formalised schedule to the Council at its next meeting.

8. FINAL REPORT OF INDEPENDENT INTERNAL AUDITOR

The Clerk reported that the Independent Internal Auditor had carried out a second and final audit of the Council's accounts for the financial year ended 31<sup>st</sup> March 2010 on May 17th, and, while he had not yet submitted his written report, had indicated that he would be raising three points: the acceptance of apologies; the accumulation of uncommitted reserves, and the formal procedures which should be followed when budgeting for the Annual Precept.

9. CLERK'S SALARY

The Committee agreed that the increase in the Clerk's salary approved by the Council should date from the beginning of the current financial year.

10. ANY OTHER BUSINESS

(i) Display of notices on parish notice-boards

Cllr. Clarke said that he had had considerable difficulty in finding space to display a short progress report on the bowling green project on any of the parish notice-boards, and asked whether there was a protocol governing the removal of multiple notices displayed by individual organisations.

The Chairman said that there was a policy to remove notices as soon as they were out-of-date or if they were of a commercial nature.

On the other hand, she felt that it would be quite in order to pin a new notice over an existing notice giving information which remained relevant in the long term provided it was for a short period.

The Clerk agreed that a policy was needed to limit the time a notice could be displayed, not least because, over time, notices lost their initial impact and also became weather-worn and unattractive in appearance.

11. DATE OF NEXT MEETING

To be arranged.