

LONGDON PARISH COUNCIL

**Minutes of the Meeting of the Finance and General Purposes Committee of Longdon Parish Council
held at 7.00pm on Thursday 16 July 2015 at the WI Hall Longdon**

Present: Councillors: B Butler, C Cherry, D Dangerfield, Mrs G Duckett, K Morgan and C Webb.

In attendance: Mr P Young (Clerk), Mr A Toplis (Internal Auditor).

No.	Item	Action
1.	<p>Chairman <i>Resolved: That Cllr Mrs Duckett be appointed Chairman of the Committee.</i></p>	
2.	<p>Apologies for absence Apologies were received from Cllr Clarke.</p>	
3.	<p>Declaration of Interest None</p>	
4.	<p>Terms of Reference <i>Recommended: That Employment matters and Corporate Governance arrangements be included within the terms of reference of this Committee.</i></p>	
5.	<p>Update on Audit Return, Internal Audit, External Audit and Risk Register Members considered arrangements for completion of the annual Audit Return for the year ending 31 March 2015 which needed to be submitted to the external auditors, Grant Thornton. An Internal Audit of the accounts would also need to be undertaken prior to submission of the Audit Return, and members considered the various corporate governance matters on which responses were required on the Audit Return, and which would be examined as part of the Internal Audit process.</p> <p>Consideration was also given to the Council's required 'Risk Register'. It was noted that a model existed, but would need some revision. Mr Toplis undertook to source some appropriate examples for other similar-sized councils which could be used as a template.</p> <p>A Special Council meeting would be held on Thursday 27 August to consider the Internal Audit Report and to approve the Accounting Statements (Section1) and Annual Governance Statements (Section 2) of the Audit Return.</p>	
6.	<p>Update on Asset Register The Clerk circulated for consideration a draft model for an Asset Register based on an Excel spreadsheet format. Data had been input from that collected by members from their surveys of various areas of the parish, but further work would be required on this.</p> <p>The following were asked to check their areas and report back to Cllr Mrs Duckett: Cllr Webb - Longdon Green Cllr Butler - Upper Longdon Cllr Mrs Mere - Gentleshaw Cllr Dangerfield - High St side of Longdon Cllrs Mrs Duckett - rest of Longdon</p> <p><i>Recommended: That further work be undertaken to complete the Asset Register using the Excel model.</i></p>	<p>Cllrs as listed</p>

No.	Item	Action
7.	<p>Website Improvements and greater use of electronic communication</p> <p>It was noted that various updates were being made to the Council website, but that a more comprehensive upgrade of the website was required, and that this would be included within a general re-assessment of the Council's communications method and policies for which a Working Group would be established.</p> <p><i>Recommended: That this matter be further considered at the next meeting of this Committee</i></p>	

There being no further business the Chairman declared the meeting closed at 8:45 pm

Signed (Chairman):

Date: