

# LONGDON PARISH COUNCIL

MINUTES OF THE FINANCE AND GENERAL PURPOSE COMMITTEE

HELD AT 7.00pm ON TUESDAY 6<sup>th</sup> OCTOBER 2015 AT LONGDON WI HALL

Attendees: Cllrs: Butler, Dangerfield, Morgan, Webb, Duckett

## **1. Apologies for Absence**

Councillor Clarke tendered his apology for absence which was accepted. It was noted that Cllr Clarke had submitted contributions for various items.

## **2. Declaration of Interest**

There were no declarations of interests

## **3. Minutes**

It was proposed by Councillor Butler and seconded by Councillor Morgan that the Minutes of the Finance and General Purpose Committee held on 27<sup>th</sup> August 2015 should be confirmed as a correct record. The proposal was approved unanimously.

## **4. Matters Arising**

There were no matters arising that were not on the current agenda.

## **5. Meeting Dates**

The following dates were set for the next three meetings of the Committee. They are as follows:

Monday 26<sup>th</sup> October 2015

Wednesday 25<sup>th</sup> November 2015

Monday 4<sup>th</sup> January 2016

**Note.** All meetings will be held at the Longdon WI Hall beginning at 7 pm.

## **6. Response to Review of Governance and Accountability Report**

The Committee examined the proposed draft responses to the Governance Report. After a detailed discussion the following recommendations to the Parish Council were approved.

- **The Committee recommended that the Parish Council accept the draft responses and adopt them as the official response to the Report. (All councillors have been sent a copy of this report)**
- **The Committee recommended that the Parish Council ratify the existing Standing orders and financial regulations. Both documents will be reviewed to by the F & GP Committee at its next meeting.**
- **The Committee recommended to the Parish Council that it should ratify the existing Risk Assessment Document.**
- **The Committee recommended that the Parish Council approves a budget for the year 2015-2016 and it be published on the Parish website with immediate effect.**

## **7. Transparency Code**

The Committee considered to what extent Longdon Parish Council complied with the new criteria established by the Government's Transparency Code. The Committee concluded that we either complied or were about to comply with all aspects of the Code, save one. To comply with the Code in full we need to publish our Asset Register and budget 2015/16, the budget is dealt with in item 6. Fortunately work has been completed on the register and the Council was able to consider this updated register in full. The Committee concluded that the Asset Register was an accurate and correct record.

**The Committee therefore recommended to the Council that it formally adopts the Asset Register it is submitting to the next Council Meeting.**

There was further discussion on this item concerning a government grant available to small Parish Councils needing equipment to satisfy the demands of the new Code eg: computers, printers etc. It was agreed that Councillor Dangerfield, would lead on this bid.

**The Committee recommended to the Parish Council that it should give permission for a bid to the Transparency Fund.**

#### **8. Grant Making Policy**

Councillor Dangerfield submitted a discussion paper on the criteria to be applied when organisations seek funding from the Parish Council. The paper was well received and the Committee welcomed the idea that awarding Council funds should be based upon clear and objective standards.

**The Committee recommended that the Council adopts the new criteria for awarding grants contained in attached minutes.**

#### **9. SPCA Training Courses**

**The Committee recommended that the Council adopts a policy towards in-service training courses for Councillors as follows:**

**All Councillors will be supported in attending an SPCA Course by having their fees paid and reasonable travelling expenses reimbursed.**

#### **10. Expenses Claim Form**

**The Committee recommended that the Council should ratify the attached expenses form.**

#### **11. Review of Council Website**

It was decided after a short discussion to take this item at a future meeting where more time could be given to it.

#### **12. Asset Register**

This item arose in the discussion of the Transparency Code. The discussion and the recommendation stemming from it are contained in the Minutes applying to Agenda Item 7.

#### **13. Standing Orders and Financial Regulations**

This item was referred for more detailed discussion at the Committee's next meeting on Monday 26<sup>th</sup> October 2015.

#### **14. Arrangements for Appointment of a new Parish Clerk**

Following recommendations were agreed:

- **The Committee recommended that the Council adopt the “Application Pack” previously sent to all Councillors.**
- **The Committee recommended that the Council adopt the contract for employment of the clerk sent with the pack.**
- **The Committee recommended to the Council that the appointment panel to interview candidates and select the appointee should consist of the Chair of the Council, the Chair of the Finance and General Purposes Committee and the Chair of the Highways and Open Spaces Committee. (In the event of the Chair of this Committee being unable to attend, some other member of the Committee should replace him).**
- **The Committee recommended that the Selection Panel should recommend the appointment of the successful candidate for ratification at a full Parish Council meeting.**

Although the outgoing Clerk resigned with immediate effect on October 1<sup>st</sup> the Committee considered whether he should be paid up to the end of October in the light of the many extra hours he worked through the summer.

- **The Committee recommended that the Parish Council authorise salary payments be made to Peter Young up to the end of October at £462.75.**

## **15. Date of next meeting**

Monday 26<sup>th</sup> October at Longdon WI Hall at 7pm

*Signed (Chairman):*

*Date:*