

Longdon Parish Council

Including Longdon, Longdon Green, Upper Longdon & Gentleshaw



Finance and General Purposes Committee

April 2016

To: Members of Finance and General Purposes Committee

(Cllrs: Mrs G Duckett, B Butler, K R Morgan and C J Webb.) **cc: Other members of Council for information**

Dear Councillor

You are requested to attend a meeting of the **Finance and General Purposes Committee** to be held on **Monday 18th April 2016 at 7pm** at **Longdon WI Hall**, at which the following business will be transacted.

Hilary Goodreid

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Parish Clerk
Longdon Parish Council

AGENDA

- 1 Apologies for absence**
- 2 Declarations of Interest**
- 3 Public Participation**
- 4 Minutes:** To confirm as a correct record the Minutes of the Finance and General Purposes Committee Meeting held on 15th February 2016 (copy attached)
- 5 Matters Arising on the Minutes** (items not otherwise on the agenda)
- 6 Small Grants Awards Procedure:** The terms and conditions for the grant awards have been amended and discussion on these amendments will take place.
- 7 Risk Assessment:**
- 8 Freedom of Information data schedule:** Clerk has developed a table of material to be published on the website concerning data and documents held and how they can be obtained. Councillors to consider the document.
- 9 Asset Register:** The asset register has been updated - clerk to update councillors
- 10 Audit:** Clerk to report on internal and external audit.
- 11 Budget / Actual Expenditure:** Bank reconciliation for February and March 2016 and cash reconciliation. Councillors to note statement of account for 2015/2016 and any other financial business which needs to be considered.
- 12 Councillors reports:** To hear any items of importance which councillors may wish to raise (no decisions will be taken in this item).