

MINUTES OF A MEETING OF THE FINANCE AND GENERAL PURPOSES
COMMITTEE OF LONGDON PARISH COUNCIL HELD IN THE W. I. HALL,
LONGDON, ON MONDAY, APRIL 28TH, 2008

Present: Cllr. R. C. Hemmingsley (Chairman of the Council, who chaired the meeting); Cllr. N. Stanfield (Vice-Chairman of the Council); and Cllr. A. J. Juxon.

Also present was the Clerk.

1. APOLOGIES

Cllr. The Rev. J. R. Andrews; Cllr. Mrs. H. A. Meere; and Cllr. S. K. Welch. Cllr. M. A. W. Parsons was also absent from the meeting.

2. FINANCIAL STATEMENT FOR YEAR ENDING 31ST MARCH 2008

The Clerk presented a detailed financial statement for the financial year which ended on 31st March 2008 (*Appendix A*).

It was received without amendment.

The Council's insurance arrangements would be reviewed at the next meeting of the full Council.

3. ALLOCATION OF BUDGETS TO HIGHWAYS & FOOTPATHS COMMITTEE AND GREENS & OPEN SPACES COMMITTEE

On a motion proposed by the Chairman and seconded by Cllr. Stanfield, it was agreed that the Council should be recommended to allocate a budget of £3500. 00 to the Highways and Footpaths Committee for the financial year 2008/2009.

On a motion proposed by Cllr. Stanfield and seconded by Cllr. Juxon, it was agreed that the Council should be recommended to allocate a budget of £4500. 00 to the Greens and Open Spaces Committee for the financial year 2008/2009.

When incurring expenditure, both Committees would be expected to observe the requirements laid down in the Council's Standing Orders, and the Finance and General Purposes Committee would scrutinise expenditure.

4. FUTURE PROCEDURE TO BE FOLLOWED IN THE PLACING OF ORDERS

The Chairman circulated a draft three-page Order Form which he suggested should be used when future orders were placed with suppliers.

The top copy would be left with the supplier, the second kept by the Councillor placing the order on behalf of the Council, and the third retained by the Clerk as a record of the transaction.

It was thought that it would be helpful to have a similar form to use when requesting a quotation.

The Chairman said that, subject to their adoption by the Council, he was prepared to print books of these forms.

5. SUPPLEMENTS TO THE AGENDA

It was agreed that the Clerk should discontinue the practice of issuing on the evening of the meeting supplements to the agenda already distributed to Councillors prior to meetings unless he and the Chairman judged that there was an urgent need to bring an additional item to the attention of Councillors.

6. ANY OTHER BUSINESS (AT THE DISCRETION OF THE CHAIRMAN)

No other business was brought to the attention of the Committee.