

LONGDON PARISH COUNCIL

Minutes of the Meeting of the Finance and General Purposes Committee of Longdon Parish Council held at 8.40pm on Thursday 27 August 2015 at the WI Hall, Longdon

Present: Councillors: D Dangerfield, Mrs G Duckett (Chairman), K Morgan and C Webb.

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

No.	Item	Action
8.	<p>Apologies for absence Apologies were received from Cllrs B Butler and R Clarke.</p>	
9.	<p>Declaration of Interest None</p>	
10.	<p>Minutes Minutes of the Finance and General Purposes Committee meeting held on Thursday 16 July 2015 had not been included with the agenda, and would therefore need to be confirmed as a correct record at Council on 8 September, with any 'Matters Arising' on those Minutes taken at the next meeting of the Committee.</p>	Clerk
11.	<p>Standing Orders and Financial Regulations Draft Standing Orders and Financial Regulations had been circulated as Appendix A to the agenda. Members welcomed the proposal to have revised Standing Orders and Financial Regulations based on NALC models but felt that more time was needed to consider any amendments needed to customise these as appropriate for Longdon Parish Council.</p> <p>Recommended:</p> <ol style="list-style-type: none"> 1. That this item be deferred for consideration at the next meeting of this Committee 2. That in the meantime members give detailed consideration to the drafts as circulated and bring any suggested amendments to the next meeting for consideration. 	All F&GP members
12.	<p>Transparency Code A full copy of the Government's new 'Transparency code for smaller authorities' had been circulated as Appendix A to the agenda. It was noted that the Code applied to councils with an annual turnover not exceeding £25,000 who under the new audit framework for smaller authorities would be exempt from external audit. The Code required certain information to be published on the Council's website with effect from 1 July 2015. A summary of the information to be published is contained in Appendix A to these Minutes.</p> <p>It was noted that some of the required information was already being published by the Council on its website, but that further information would need to be published, and that to do so effectively would require amendments to the Council's website and the ability to directly upload data.</p> <p>Recommended:</p> <ol style="list-style-type: none"> 1. That the Council comply with the full requirements of the Transparency Code at the earliest practical date. 2. That a review of the Council website be included as an agenda item for the next meeting of this Committee 	Clerk, RFO, all councillors

No.	Item	Action
13.	<p>Grant Form A copy of the Council's current grant form had been circulated as Appendix C to the agenda.</p> <p>Recommended:</p> <ol style="list-style-type: none"> 1. <i>That item 1 on the form "Details of Applicant" be reworded to "Contact Details"</i> 2. <i>That "date when [organisation] formed" be omitted from the form</i> 3. <i>That it be clarified that organisations seeking a grant of less than £200 needed to complete Section 4 of the form, but were not required to submit their most recent annual accounts</i> 4. <i>That Cllrs Dangerfield and Webb prepare draft proposals for a new policy and criteria for the awarding of grants, and that this be included as an agenda item for the next meeting of this Committee.</i> <p>Mr A Toplis undertook to supply example documents with respect to item 4 above.</p>	
14.	<p>Asset Register</p> <p>Recommended: <i>That this item be deferred for consideration at the next Finance and General Purposes Committee meeting.</i></p>	
15.	<p>Date of Next Meeting Tuesday 6 October 2015, 7pm WI Hall, Longdon.</p>	

There being no further business the Chairman declared the meeting closed at 9:30 pm

Signed (Chairman):

Date:

Finance and General Purposes Committee 27 August 2015 – MINUTES APPENDIX A

Transparency Code for Smaller Authorities

Parish councils with an annual turnover not exceeding £25,000 should publish:

Information title	Information which should be published
<p>All items of expenditure above £100</p>	<p>Annual publication no later than 1 July in the year immediately following the accounting year to which it relates.</p> <p>Publish details of each individual item of expenditure.</p> <p>Copies of all books, deeds, contracts, bills, vouchers, receipts and other related documents do not need to be published but should remain available for inspection.</p> <p>For each individual item of expenditure the following information must be published:</p> <ol style="list-style-type: none"> a. date the expenditure was incurred, b. summary of the purpose of the expenditure, c. amount, and d. Value Added Tax that cannot be recovered.

Information title	Information which should be published
End of year accounts	<p>Annual publication no later than 1 July in the year immediately following the accounting year to which it relates.</p> <p>Publish signed statement of accounts according to the format included in the Annual Return form. It should be accompanied by:</p> <ul style="list-style-type: none"> a. a copy of the bank reconciliation for the relevant financial year, b. an explanation of any significant variances (e.g. more than 10-15 percent) in the statement of accounts for the relevant year and previous year, and c. an explanation of any differences between 'balances carried forward' and 'total cash and short term investments', if applicable.
Annual governance statement	<p>Annual publication no later than 1 July in the year immediately following the accounting year to which it relates.</p> <p>Publish signed annual governance statement according to the format included in the Annual Return form.</p> <p>Explain any negative responses to governance statements, including how any weaknesses will be addressed.</p>
Internal audit report	<p>Annual publication no later than 1 July in the year immediately following the accounting year to which it relates.</p> <p>Publish signed internal audit report according to the format included in the Annual Return form.</p> <p>Explain any negative response to the internal controls objectives, including how any weaknesses will be addressed. Explain any 'not covered' responses to internal controls objectives.</p>
Other	<p>Names of all councillors, committee or board membership and function (if Chairman or Vice-Chairman) representation on external local public bodies (if nominated to represent the authority)</p> <p>The details of public land and building assets (what it is, including size/acreage), location (address or description of location), owner/custodian, date of acquisition (if known), cost of acquisition (or proxy value), and present use.</p> <p>Minutes, agendas and meeting papers of formal meetings (draft minutes from all formal meetings not later than one month after the meeting has taken place, meeting agendas which are as full and informative as possible, and associated meeting papers not later than three clear days before the meeting to which they relate is taking place.</p>