

Longdon Parish Council

Minutes of the Meeting of the Finance and General Purposes Committee held at 7.00pm on Monday 4th January 2016 at WI Hall, Longdon.

Parish Councillors; Cllrs G Duckett (Chair), K Morgan, B Butler, C Webb

Apologies; None

Clerk; H Goodreid

In Attendance; None

Min No.	Item	Action
1	<p>Apologies for Absence The apologies from Cllr Clarke was agreed.</p>	
2	<p>Declarations of Interest No items were declared.</p>	
3	<p>Public Participation No members of public were in attendance.</p>	
4	<p>Minutes</p>	
4.1	<p>The Minutes from the previous meeting held on 25th November 2016 were agreed with the addition of one item discussed:</p> <ul style="list-style-type: none"> • It was agreed to recommend to full council that a PO Box address be purchased at a cost of £312 inc VAT in order to comply with the Transparency Code. Proposed: Cllr Webb, Seconded: Cllr Morgan <p>Proposed: Cllr Morgan; Seconded: Cllr Butler</p>	<p>All to note the amendment to the minutes</p>
5	<p>Precept 2016/2017</p>	
5.1	<p>The committee considered the current years spend for 2015/2016 and the requests for funding from the Highways and Open Spaces Committee. The annual budget had been split into Operating Costs (those which the parish council must observe), and Discretionary Costs (projects and grants etc. which are flexible).</p>	
5.2	<p>It was agreed to recommend to full council that a total amount of £24,200 be secured through Precept and grant from Lichfield District Council for the 2016/2017 financial year. (See Attached) Proposed: Cllr Duckett; Seconded: Cllr Webb</p>	<p>Recommendation to go to full council on 12/1/16</p>
6	<p>Transparency Code</p>	
6.1	<p>Clerk had submitted the application for £613.30. It is anticipated that the council will hear from Staffs Parish Councils Association by the 8th January 2016.</p>	
6.2	<p>It was agreed to recommend to full council that the £613.30 be released to Clerk to purchase the computer equipment as soon as possible as the grant was assured. Proposed: Cllr Duckett; Seconded: Cllr Webb</p>	<p>Recommendation to go to full council on 12/1/16</p>

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<p>7</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p>Website</p> <p>Clerk had arranged to meet with Eric Roy to undergo training on how to download information to the website. This would take place in January at a cost of £25.</p> <p>It was agreed to recommend to full council that the Clerk undertake IT training with Eric Roy as soon as possible at a cost of £25.00.</p> <p>Proposed: Cllr Duckett; Seconded: Cllr Morgan</p> <p>The arrangement of the website did still need to be looked at but advice would be taken from the Clerk once the training had taken place. Funding for this had been identified in the 2016/2017 precept request and any underspend from the transparency bid.</p>	<p>Recommendation to go to full council on 12/1/16</p>
<p>8</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p>Bank Accounts</p> <p>The handover of finances had taken place between Cllr Duckett and Clerk. There was discussion around the level of service experienced from Nat West Bank.</p> <p>Clerk recommended an alternative bank: Unity Trust Bank, a specialist bank for organisations and businesses that aim to create community, social or environmental benefit. They have over 30 years' experience in the sector and provide tailored day-to-day banking and finance to charities, social enterprises, co-operatives, voluntary and community organisations, councils etc.</p> <p>It was agreed to recommend to full council that the parish council change its bank from Nat West to Unity Trust as soon as possible.</p> <p>Proposed: Cllr Duckett; Seconded: Cllr Morgan</p>	<p>Recommendation to go to full council on 12/1/16</p>
<p>9</p> <p>9.1</p>	<p>Small Grants Awards</p> <p>No applications had been made for this grant award. The procedure for the grant scheme was given to councillors to consider at the next meeting of F&GP Cmte.</p>	<p>Cllrs to consider procedures at next meeting</p>
<p>10</p> <p>10.1</p> <p>10.2</p> <p>10.3</p> <p>10.4</p> <p>10.5</p>	<p>Councillors Reports</p> <p>Cllr Webb: would like help with putting notices up on the boards around the parish. This would be mentioned at full council on 12th January 2016.</p> <p>Cllr Morgan: Keen to see the interim Internal Audit meeting take place as soon as possible.</p> <p>Cllr Morgan: sought clarification on the election process associated with a co-opted councillor.</p> <p>Cllr Butler: Cllr Butler voluntarily maintains the noticeboard on Grange Lane and sought clarification re reimbursement for materials. This would be raised at full council on 12/1/16</p> <p>Cllr Duckett: The Clerks payslip had been issued and payment needed to be raised. It was agreed to recommend to full council that as Clerks salary was an agreed cost, ongoing monthly approvals</p>	<p>To be raised at 12/1/16 council</p> <p>Cllr Duckett to set up meeting</p> <p>Recommendation to go to full council on 12/1/16</p>

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	<p>should not be required, instead x 2 councillors could sign the cheques providing all paperwork re expenses form and salary payslips were in order.</p> <p>Proposed: Cllr Duckett; Seconded: Cllr Morgan</p>	
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There being no further business the Chair declared the meeting closed at 9.10pm

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