

LONGDON PARISH COUNCIL

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE

HELD ON MONDAY 26th OCTOBER AT LONGDON WI HALL

1 In Attendance Councillor Duckett (Chair), Councillor Dangerfield, Councillor Morgan, Councillor Webb.

2 Apologies for Absence

Apologies were received from Councillor Butler and Councillor Clarke

3 Declaration of Interest

There were no declarations of interest

4 Public Participation

There were no members of the public present

5 Minutes

It was proposed by Councillor Dangerfield and seconded by Councillor Morgan that the Minutes of the Finance and General Purposes Committee held on 6th October 2015 should be confirmed as a correct record. The proposal was approved unanimously. There were no matters arising.

6 Interviews for Clerk/RFO

Councillor Morgan reported that nine people had requested the application pack. Six candidates applied for the post and three people had been shortlisted for interview. The interviews had now taken place. The interview panel had consisted of Councillor Morgan (in the Chair), Councillor Duckett and Councillor Webb. The panel was recommending a candidate for appointment to the next Parish Council meeting on Tuesday 10th November. The panel's recommendation was unanimous.

7 External Audit

The Committee considered the contents of the letter received from Grant Thornton, the Council's external auditors.

- **The Committee recommended that the Parish Council accepted the contents of the external auditor's letter and published Sections 3 and 4 of the letter in line with the national Transparency Code for Parish Councils.**

8 Standing Orders and Financial Regulations

The Acting RFO submitted revised Standing Orders and Financial Regulations for the Committee's consideration. After a long and detailed discussion, with some minor amendments, the Committee approved the revised orders and regulations.

- **The Committee recommended that at its next meeting the Parish Council adopted the revised Standing Orders and Financial Regulations which it was submitting to Council.**
- **The Committee recommended that the Council now publish on the website the proposed budget for 2015-16.**

9 Transparency Code

Councillor Duckett, the Acting RFO, confirmed that the Parish Council is now compliant with this important code. Grant application to be

10 Grants & Asset register to be taken forward to the next meeting.

11 Emails

There was a short discussion about the legitimacy of emails as a means of official communication.

- **The Committee recommends to the Council that emails are accepted as a means of official communication, especially for the notification of agendas for meetings**

12 Date of next meeting

Tuesday 25th November at London WI Hall