

## Longdon Parish Council

### Minutes of the Meeting of the Finance and General Purposes Committee held at 7.00pm on Monday 18<sup>th</sup> April 2016 at WI Hall, Longdon.

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

**Apologies;** B Butler

**Clerk;** H Goodreid

**In Attendance;** None

Min No.	Item	Action
1	<p><b>Apologies for Absence</b> Cllr Butler sent his apologies and these were accepted. <b>Proposed: Cllr Duckett, Seconded: Cllr Morgan</b></p>	
2	<p><b>Declarations of Interest</b> No items were declared.</p>	
3	<p><b>Public Participation</b> No members of public were in attendance.</p>	
4 4.1	<p><b>Minutes</b> The Minutes of the meeting of 15<sup>th</sup> February 2016 were agreed. <b>Proposed: Cllr Duckett; Seconded: Cllr Morgan</b></p>	
5 5.1  5.2  5.3  5.4  5.5	<p><b>Matters Arising</b> All matters arising from the meeting were on the agenda with the exception of:</p> <p>5.2 <b>That the Standing Orders, Financial Procedures and Risk Assessment for the Parish Council be ratified and reviewed at the first meeting of F&amp;GP committee following the May Parish Council meeting with a view to amend if necessary.</b> <b>Cllr Duckett; Seconded: Cllr Morgan</b></p> <p>5.3 5. Councillors had met with Clerk for a review rather than an appraisal. The question had been raised regarding remuneration for the post following a query from Peter Young. Clerk to identify hours worked to the committee for the Employment Sub Group to consider.</p> <p>5.4 6. Clerks Calendar was to be circulated to F&amp;GP members.</p> <p>5.5 12.3 Parish Online Register – to be considered at a future meeting.</p>	<p>To be put to Mays full council</p> <p>Clerks to identify hours worked</p>
6 6.1	<p><b>Small Grants Awards Procedure</b> Cllrs had looked through the amendments and it was agreed that: <b>Longdon Parish Council adopt the Terms and Conditions of the Small Grants Procedure</b> <b>Proposed: Cllr Duckett; Seconded: Cllr Morgan</b></p>	<p>To be put to Mays full council</p>
7 7.1  7.2	<p><b>Risk Assessment</b> The parish council currently has a comprehensive Risk Register which is on the council's website. There is a need for a summary document which would be reviewed more regularly – possibly annually.</p> <p>7.2 It was agreed that:</p>	

Signed.....

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	<b>The Risk Assessment Policy Document be considered by full council with a suggestion that it is reviewed annually. Proposed: Cllr Duckett; Seconded: Cllr Morgan</b>	To be put to Mays full council
<b>8</b>	<b>Freedom of Information Schedule</b>	
8.1	Clerk had drawn up a freedom of Information Schedule for the Councillors to consider. It was intended that this be available on the website and be list of all documentation held by the parish council and directions to where items could be found.	
8.2	Councillors agreed to consider the document as a work in progress and review at a later date.	
<b>9</b>	<b>Asset Register</b>	
9.1	Clerk had updated the Asset Register and this would be sent to F&GP councillors for their attention.	Clerk to forward to F&GP Cllrs
<b>10</b>	<b>Audit</b>	
10.1	Clerk would be meeting with the Internal Auditor n 19 <sup>th</sup> April. The accounts would be completed and then brought to full council in May for consideration with the Annual Return.	
<b>11</b>	<b>Budget/Actual Expenditure</b>	
11.1	The budgets and annual statement of account were handed to councillors for their consideration.	
<b>12</b>	<b>Councillors Reports</b>	
12.1	There were none	

**There being no further business the Chair declared the meeting closed at 9.40pm**

Signed.....

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