

## Longdon Parish Council

### Minutes of the Meeting of the Finance and General Purposes Committee held at 7.00pm on Monday 24<sup>th</sup> May 2016 at WI Hall, Longdon.

**Parish Councillors;** Cllrs G Duckett (Chair), K Morgan, C Webb, B Butler  
**Apologies;** All councillors in attendance  
**Clerk;** H Goodreid  
**In Attendance;** None

Min No.	Item	Action
1	<b>Apologies for Absence</b>	
1.1	All councillors were in attendance	
2	<b>Declarations of Interest</b>	
2.1	No items were declared.	
3	<b>Public Participation</b>	
3.1	No members of public were in attendance.	
4	<b>Minutes</b>	
4.1	The Minutes of the meeting of 18 <sup>th</sup> April 2016 were agreed. <b>Proposed: Cllr Duckett; Seconded: Cllr Webb</b>	
5	<b>Matters Arising</b>	
5.1	All matters arising from the meeting were on the agenda with the exception of:	
5.2	Clerk was asked to continue logging hours and passing to Cllr Duckett for another two months.	
5.3	FOI Schedule – it was noted that this appeared in legal documents. It was agreed to recommend to full council: <b>That the Publication Scheme (Adopted 2011) be adopted again for 2016.</b>	To be put to Junes full council
6	<b>Election of Chair</b>	
6.1	Cllr Duckett thanked the committee for their work over the past year and said she felt that the council was now working well and procedures were in order. It was proposed that Cllr Duckett continue as Chair of the committee. <b>Proposed: Cllr Butler; Seconded: Cllr Webb</b>	
7	<b>Review of Standing Orders</b>	
7.1	Cllr Duckett requested that Clerk separate out the Standing Orders from the Financial regulations on the website.	Clerk to amend the website
7.2	Clerks Calendar was discussed and Cllrs considered that it be a Parish Council Calendar to accommodate Cllrs and Clerks responsibilities. It was agreed that it be referenced in both the standing orders and the financial procedures, but that it should also be a standalone document.	
7.3	Cllrs discussed the speed with which minutes were coming out following meetings and it was suggested that this should be in line with the job description as it was currently taking too long.	Clerk to deliver minutes in line with JD
7.4	It was agreed to recommend to full council: <b>That the Standing Orders be approved.</b>	To be put to Junes full council

Signed.....

Page 1 of 2

Date:.....

<b>8</b>	<b>Review Financial Procedures</b>	
8.1	NALC have issued new procedures and apart from a couple of elements, reflect the existing financial procedures for the parish council.	
8.2	It was agreed to recommend to full council: <b>That the Highways and Open Spaces Committee and as a special case in 2016 the Neighbourhood Plan Working Group, has 50% of their agreed annual budget available to spend at the beginning of each financial year for agreed approved projects. Once that funding had been spent, H&amp;OS would then request the drawing down of the remaining budget.</b>	To be put to Junes full council
8.3	<b>Any Contract over £1,500 and/or covering more than one financial year, should be referred to full council for approval.</b>	To be put to Junes full council
8.4	<b>Any Capital item of expenditure over £1,500 shall be referred to full Council.</b>	To be put to Junes full council
8.5	<b>All expenditure will be reported retrospectively to full council the month after it has been incurred by H&amp;OS Committee.</b>	To be put to Junes full council
<b>9</b>	<b>Review Risk Assessment</b>	
9.1	It was agreed that Clerk repaginate the main document on the website and offer suggestions for changes and email to F&GP members for comment.	Clerk to forward to F&GP Cllrs
<b>10</b>	<b>Grant Procedures</b>	
10.1	There was a need to clarify situation regarding giving grants to small organisations: should the grant payment be made once an application has been approved; or should an offer letter for the grant be made identifying the need for receipts to be submitted against which payments could be made and checks then made on progress of the grant enabled activities. It was agreed to discuss further at the next F & P meeting when more information was available regarding common policy and recommendations in other Parish Councils.	To be discussed at next F&GP Committee
<b>11</b>	<b>Budget – Distribution of Funds</b>	
11.1	Cllrs requested that Clerk submit to councillors a monthly table which identified projects and spend against them.	Clerk to submit monthly budget flow table to cllrs
<b>12</b>	<b>Budget/Actual Expenditure</b>	
12.1	The budgets and annual statement of account were handed to councillors for their consideration.	
<b>13</b>	<b>Councillors Reports</b>	
13.1	Cllr Morgan brought up the possibility of applying for the Local Council Award Scheme. This would be tabled at the June full council meeting.	To be put to Junes full council

**There being no further business the Chair declared the meeting closed at 9.25pm**

Signed.....

Page 2 of 2

Date:.....