

Longdon Parish Council

Minutes of the Meeting of the Finance and General Purposes Committee held at 11.00am on Thursday 28th July 2016 at WI Hall, Longdon.

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

Apologies; C Webb

Clerk; H Goodreid

In Attendance; None

Min No.	Item	Action
1	Apologies for Absence	
1.1	Cllr Webb sent his apologies which were accepted.	
2	Declarations of Interest	
2.1	No items were declared.	
3	Public Participation	
3.1	No members of public were in attendance.	
4	Minutes	
4.1	The Minutes of the meeting of 24 th May 2016 were agreed. Where financial procedures were referred to, this was changed to Financial Regulations. Proposed: Cllr Morgan; Seconded: Cllr Butler	
5	Matters Arising	
5.1	All matters arising from the meeting were on the agenda.	
6	Amendment of Financial Regulations from NALC	
6.1	This was deferred to full council as papers were not available at the meeting.	
6.2	The amendments to the LPC Financial Regulations which had been agreed at full council meetings in March (176.2 and 176.3) and July (265.2) 2016, were put into the Financial Regulations as item 5.7.	
7	Risk Assessment	
7.1	A new draft Risk Assessment had been development taking the original document and amalgamating points. It was agreed that Clerk present document with the edits and alterations to full council in September 2016.	Clerk to show omissions and changes in risk assessment
7.2	It was agreed to review Standing Orders and Financial Regulations as a result of updating the risk assessment policy as areas of contracts and purchase procedure have been found wanting.	For next F&GP
7.3	It was agreed that Clerk purchase a hard drive to back up the council's documents on a monthly basis. This would be stored off site. Proposed: Cllr Duckett; Seconded: Cllr Butler	Clerk to purchase hard drive
8	Clerks Pay Rise	
8.1	NALC have awarded Clerks a 1% pay rise to be back dated to April 2016. Clerk had been appointed at top of scale but on a rate of pay not commensurate with the level.	
8.2	It was agreed to review the clerks contract in order to clarify rate of pay. The Clerks pay rise was agreed by Councillors. Proposed: Cllr Duckett; Seconded: Cllr Morgan	

Signed.....

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8.3	It was agreed that the cheque book be left with Cllr Duckett whilst Clerk was on leave.	
9	ISO	
9.1	Local Council Award Scheme was discussed. The base entry level of the scheme is Foundation Level. Cllrs felt that it would be good practice to apply for this. There were two items that needed looking at: Complaints Procedure and Action Plan for Current Year (Clerks/Councils calendar). Clerk to look at Complaints procedure and to develop the Action Plan from existing information. Draft to be circulated to F&GP Cllrs.	Clerk to look at Complaints procedure and develop action plan for next F&GP
9.2	It was agreed to propose to full council that Longdon Parish Council go down the route for applying for Foundation Level Local Council Award Scheme. Proposed: Cllr Duckett; Seconded: Cllr Butler	For September full council
9.3	F&GP to look at the Intermediate Level to see if that was possible.	For next F&GP
10	Grant Awards	
10.1	Longdon Villages Community Group This application was discussed and it was agreed that: <ul style="list-style-type: none"> • Clerk requests itemised costings associated with this application, identifying if entry fees are required and details of costs of items. • Clerk to clarify if costs are covered by the entry fees, what would the £200 grant be spent on? • Section 4 to be itemised by line 	Clerk to contact applicant
10.2	It was agreed to recommend to full council that the parish council may be minded to offer a grant on the basis that if the event did go forward then we would cover the loss up to £200. Proposed: Cllr Duckett; Seconded: Cllr Butler	For full council in September 2016
10.3	Linsey Matthews Cllrs considered that the application did not fit the criteria. Clerk to go to applicant and advise that the application does not fit the criteria.	Clerk to contact applicant
10.4	It was agreed that the terms and conditions and the style of the grant application form be looked at again at the next F&GP.	F&GP next meeting
10.5	Full Council if we are asked to support an event that has a ticket charge on it rather than give the money up front, if there is a loss then up to £ fixed amount (max of £200).	To be raised for discussion at full council.
11	Budget/Actual Expenditure	
11.1	Cllrs agreed that the line for Insurance would be incorporated into the line for Administration for future spreadsheet analysis.	Clerk to amend spreadsheet
12	Councillors Reports	
12.1	None	

There being no further business the Chair declared the meeting closed at 1.20pm

Signed.....

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