

Longdon Parish Council

Including Longdon, Longdon Green, Upper Longdon & Gentleshaw



Finance and General Purposes Committee

September 2016

To: Members of Finance and General Purposes Committee

(Cllrs: Mrs G Duckett, B Butler, K R Morgan and C J Webb.) **cc: Other members of Council for information**

Dear Councillor

You are requested to attend a meeting of the **Finance and General Purposes Committee** to be held on **Thursday 6th September 2016 at 7.00pm** at **Longdon WI Hall**, at which the following business will be transacted.

Hilary Goodreid

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Parish Clerk
Longdon Parish Council

AGENDA

- 1 Apologies for absence**
- 2 Declarations of Interest**
- 3 Public Participation**
- 4 Minutes:** To confirm as a correct record the Minutes of the Finance and General Purposes Committee Meeting held on 28th July 2016 (copy attached)
- 5 Matters Arising on the Minutes** (items not otherwise on the agenda)
- 6 To review Standing Orders and Financial Regulations:** To review these documents as part of updating the Risk Assessment.
- 7 Risk Assessment:** This was to be considered and recommendations made to full council meeting in September 2016.
- 8 Complaints Procedure:** To review the Complaints Procedure and develop action plan for the Local Council Awards.
- 9 Local Council Awards:** Should 8 be completed above, to recommend to full council that an application be made for Foundation Level LCA and to look towards Intermediate Level.
- 10 Small Grants Awards Terms and Conditions:** in light of discussion recent applications, to revisit the T's and C's terms and conditions and suggest any amendments to full council.
- 11 Website:** To address any issues arising from the website
- 12 Parish Clerk:** To set date for review meeting, to look at hours worked summary and to look at Clerks/Councils Calendar
- 13 Budget / Actual Expenditure:** Councillors to note projected spend for September/October 2016 across all budget lines.
- 14 Councillors reports:** To hear any items of importance which councillors may wish to raise (no decisions will be taken in this item).