

Longdon Parish Council

Minutes of the Meeting of the Finance and General Purposes Committee held at 7.00pm on Tuesday 6th September 2016 at WI Hall, Longdon.

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

Apologies; All councillors were present

Clerk; H Goodreid

In Attendance; None

Min No.	Item	Action
1	Apologies for Absence	
1.1	All councillors were present.	
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 28 th July 2016 were agreed with the following amendment:	
4.2	6.2 – The amendments to the financial regulations were put in at 5.6 not 5.7 Proposed: Cllr Morgan; Seconded: Cllr Duckett	
5	Matters Arising	
5.1	Cllr Webb had attended the Longdon Villages Community Group meeting re the pet show where the matter of the grant application had arisen. Cllr Webb had explained the need for additional material to be submitted.	
5.2	Clerk confirmed that the hard drive has been purchased.	
5.3	In future, reference to ISO should now read Local Council Awards Scheme.	
5.4	All other matters arising from the meeting were on the agenda.	
6	To Review Standing Orders and Financial Regulations	
6.1	<i>NALC Financial Regulations</i>	
6.2	NALC had recommended a few changes to the model financial regulations. It was agreed that these be recommended to full council in order to make the regulations more robust.	
6.3	It was proposed to put the following amendments to the full council for their approval. Adding a sentence at 1.1: <i>Deliberate or wilful breach of the Regulations by an employee may give rise to disciplinary proceedings.</i>	
6.4	Section 6.3 – to add the following words: <i>A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.</i>	

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Page 1 of 3

Date:.....

6.5	Section 11 needs item (v.) amending to: ...for additional audit work of the external auditor up to an estimated value of £300 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council)	
6.6	10.1 to be expanded to say that: a written order/instruction, via the purchase order book, should be issued for all work, goods and services. Only the Proper Officer can make the order. Proposed: Cllr Duckett; Seconded: Cllr Butler	Clerk to put agreed recommendations to Full Council in September.
6.7	<i>NALC Standing Orders</i> It was felt that these were robust as they stand but Cllrs in F&GP should constantly be aware and review and circulate where alterations are felt required.	
7	Risk Assessment	
7.1	Cllrs had been sent the amended Risk Assessment with the copy of the changes.	
7.2	There was a question regarding probability of something happening against the impact of something happening. It was agreed that a matrix of probability vs impact be used to score the risk level.	Clerk to complete the table for next F&GP
7.3	It was agreed that Clerk complete the final columns on the document to include the timescales and responsibility. This will be put to F&GP next meeting.	
8	Complaints Procedure	
8.1	A draft Complaints Procedure was tabled. Councillors agreed the draft procedures as Version 1.0 dated 6/9/16.	
8.2	It was recommended that the Complaints procedure be put before Full Council for approval. Proposed: Cllr Duckett; Seconded: Cllr Webb	Complaints procedure to be put to Full Council in September
9	Local Council Awards	
9.1	It was agreed to recommend to full council that Longdon Parish Council apply for the foundation level of Local Council Awards. Proposed: Cllr Morgan; Seconded: Cllr Webb	Clerk to put to Full Council in September
10	Small Grants Awards Terms and Conditions	
10.1	It was agreed that a specimen application be put on the website in order to assist potential applicants.	Cllr Duckett to complete
10.2	Clerk to make sure that the dates of versions of all the regulations/procedures etc. be put on the full document rather than just in the title of the document.	Clerk to amend
11	Website	
11.1	A resident/councillor had made a comment via the website, on the Neighbourhood Plan. This had not been received by Clerk nor recorded on the website. Clerk to work with website provider to see if other comments have been received but not recorded.	Clerk to work with Web Provider
11.2	Clerk to speak with Website provider re introducing a page to allow for	Clerk to work

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Page 2 of 3

Date:.....

	people to sign up for updates on the website etc. Cllrs also recommended that the background colour for the website be changed.	with Web provider
11.3	Clerk to add a section of 'most useful documents' to include the grant application form etc.	Clerk to work with web provider
11.4	Thanks went to Clerk for her work in updating the website.	
12	Parish Clerk	
12.1	A date was agreed for the Clerks annual review.	
12.2	It was agreed to recommend to full council that Alan Toplis be reappointed as the Internal Auditor. Proposed: Cllr Duckett; Seconded: Cllr Morgan	Clerk to put to full council in September
13	Budget/Actual Expenditure	
13.1	Agreed to approve the purchase of a replacement battery for the speed gun up to a maximum of £50.00. Proposed: Cllr Duckett; Seconded: Cllr Morgan.	
13.2	The £2,000 contribution towards the Upper Longdon Speed calming had not been identified as a forecast expenditure. Clerk to amend sheets to include this.	
14	Councillors Reports	
14.1	Cllr Butler and Cllr Duckett requested a breakdown on the cost of Upper Longdon Speed Reduction. A number of residents in the area had concerns that the work taken place was, as yet, not reducing the speed of vehicles.	

There being no further business the Chair declared the meeting closed at 8.50pm

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Page 3 of 3

Date:.....