

Longdon Parish Council

Minutes of the Meeting of the Finance and General Purposes Committee held at 11.00pm on Wednesday 19th October 2016 at WI Hall, Longdon.

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

Apologies; All councillors were in attendance

Clerk; H Goodreid

In Attendance; None

Min No.	Item	Action
1	Apologies for Absence	
1.1	All councillors were in attendance.	
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 6 th September 2016 were agreed. Proposed: Cllr Duckett; Seconded: Cllr Morgan	
5	Matters Arising	
5.1	Full Council had agreed that Longdon Village Community Group receive a payment to cover the losses made at the Pet Show.	
5.2	Cllr Tittley had confirmed that the work carried out on traffic calming in Upper Longdon was only Phase 1 of the scheme. It is likely that Phase 2 would take place in 2017/2018 financial year. Cllrs to look at rolling over the £2,000 from 2016/2017 budget to 2017/2018. Clerk to check with Alan Toplis (internal auditor) over procedure to ring fence for a future year.	Clerk/Cllr Duckett to speak with Alan Toplis.
Please note that items 6 – 8 were actually taken in reverse order as Cllr Webb needed to leave early. The numbering system has been retained in order to accord with the Agenda.		
6	Local Council Award	
6.1	Clerk identified a number of areas of outstanding work which needed to be done prior to making a submission for the award.	
6.2	<u>Code of Conduct</u> In the Standing Orders there is a code of conduct relating to Council meetings but not covering aspects outside. It was agreed that F and GP recommend to full council that the General Principles of Public Life be adopted as our Code of Conduct and get each Councillor to sign.	Recommendation to be made to full council in November
6.3	<u>The Precept</u> application which is made to Lichfield District Council should be made available on the website.	Clerk to action
6.4	<u>Action Plan</u> for the year – for the committees and the council. This can be taken from the precept discussion and submission that is discussed at full council in January. It would link the budgets to actions. Clerk to draw up a document based on 2016/2017 year.	Clerk to action
6.5	<u>Training</u> – Information for new councillors will include training guidance.	

Signed.....

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	<p>The job description for the clerk includes a midterm and annual review which allowed for training needs to be assessed. The training policy is in the induction and familiarisation pack for new councillors and a review for councillors to see if training needs are being met should be undertaken. Clerk to update on courses and dates, and the parish council will pay for the training.</p> <p>It was agreed that F and GP recommend to full council that training information be included in the Induction and familiarisation pack for councillors.</p>	<p>Recommendation to be made to full council in November</p>
6.6	<p><u>Disciplinary and Grievance Procedure</u> – It was agreed that Clerk draft a procedure for F and GP councillors to consider at their next meeting to be held on 31st October 2016. If approved, this would be sent to full council for adoption.</p>	<p>Clerk to draft procedure</p>
6.7	<p>Clerk to place insurance information and employers certificate on the website.</p>	<p>Clerk to action</p>
7	<p>Review Standing Orders and Financial Regulations</p>	
7.1	<p>Cllrs looked through the minutes to where recommendations were made at full council. It was found that some had not been typed into the policies. Omissions were to be checked and amendments made to Standing Orders and Financial Regulations where necessary and then noted in full council minutes when completed.</p>	
7.2	<p>Section 4d of the standing orders had been missed off in previous editions of the policy. This section was concerned with the quorate of the council meetings.</p> <p>It was agreed that F and GP recommend to full council that the Standing Orders and Financial Regulations be sent back to full council for adoption with all wording put in place. The wording being that the committee would require one third of the committee to be present or at least 3 members to be quorate.</p>	<p>Recommendation to be made to full council in November</p>
8	<p>Councillor Induction and Support</p>	
8.1	<p>Cllr Webb gave a precis of his discussion document which included the following points:</p> <ul style="list-style-type: none"> • Information / statistics about the parish via neighbourhood plan • Prior to Cllrs first meeting – new Cllrs to have one to one meeting with Chair and/or Clerk • New Cllrs to receive 6 Month review with Chair/Clerk • Chair and/or Clerk to meet with new Cllr to discuss training needs • Receive feedback from new Cllrs on the induction process. 	
8.2	<p>Clerk gave Cllrs a copy of the Induction Pack currently sent to new Cllrs.</p>	
8.3	<p>Cllr Duckett had sourced an application form for Cllrs to use when applying to be a new councillor. This was tabled.</p> <p>It was agreed that F and GP recommend to full council that the following documents be adopted as part of the New Councillor Induction process:</p> <ul style="list-style-type: none"> • Application Form 	<p>Recommendation to be made to full council in November</p>

	<ul style="list-style-type: none"> • Induction Pack • Parish Familiarisation documentation 	
9	Longdon Parish Council Risk Assessment Register	
9.1	Cllrs considered the draft document and made final changes to it. It was agreed that F and GP recommend to full council that the Risk Assessment Register (October 2016) be adopted.	Recommendation to be made to full council in November
9.2	It was agreed that F and GP recommend to full council that the Finance and General Purposes Committee monitor and if required, recommend actions to, all sections of the register apart from Sections 3 and 4. It is further recommended that Sections 3 and 4 of the register be monitored and actions identified to full council, by Highways and Open Spaces Committee.	Recommendation to be made to full council in November
10	Small Grants Publication	
10.1	The development of a sample application would be dealt with at a future meeting of F and GP.	F and G P
11	New Councillors Application Form	
11.1	This application form had been dealt with under item 8.	
12	Website	
12.1	Clerk presented a paper to Cllrs on possible changes to the parish council website. Clerk was asked to enquire approximate costs for changes per the drafted suggestions before taking further.	Clerk to seek costings for the work.
13	Budget	
13.1	Cllrs agreed that the budgets which Clerk presented, were correct.	
14	Councillors reports	
14.1	There were no reports.	

There being no further business the Chair declared the meeting closed at 1.10pm

The next Finance and General Purposes Committee would be on Monday 31st October at 11am in the WI Hall, Longdon to discuss one item of business – the Disciplinary and Grievance Procedures.

Signed.....

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