Longdon Parish Council

Minutes of the Meeting of the <u>Finance and General Purposes Committee</u> held at 11.00pm on Monday 31st 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; Cllr Duckett took the minutes of the meeting

In Attendance; None

5.2 It was agreed to work on the new grant application form seeking advice from Alan Toplis regarding wording in the declaration to state the solvency of the applicant. 6 Disciplinary and Grievance Procedure It was agreed that the Disciplinary and Grievance Procedure have the following amendments page 3 step 2 final sentence: The employer will be represented by two members of the employment committee who may be accompanied by a Human Resources Advisor. And step 4: The Chair and one other Councillor who have not been previously involved will hear the appeal. It was agreed that F & GP recommend to full Council that the Disciplinary and Grievance Procedure be adopted.	Min No.	Item	Action
2.1 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 19 th October 2016 were agreed with following amendments which were made at the meeting: 5.1 - amend to 'grant' not 'payment' 6.3 - to read 'Precept applications made to Lichfield District Council once approved should be made available on the website'. 7.2 - final sentence to be changed to read 'This section was concerned with the quorate of the Council committees. Proposed: Clir Butler; Seconded: Clir Webb 5 Matters Arising 5.1 10.1 Small Grant Application A copy of another grant application form was tabled and with section 2 of our application form inserted and some additional work it was agreed to address this form as a small grant application form (less than £200). Should we receive an application for more than £200 further formalities would have to be followed. 5.2 It was agreed to work on the new grant application form seeking advice from Alan Toplis regarding wording in the declaration to state the solvency of the applicant. 6 Disciplinary and Grievance Procedure It was agreed that the Disciplinary and Grievance Procedure have the following amendments page 3 step 2 final sentence: The employer will be represented by two members of the employment committee who may be accompanied by a Human Resources Advisor. And step 4: The Chair and one other Councillor who have not been previously involved will hear the appeal. Recontact that the Disciplinary and Grievance Procedure be adopted.	1	Apologies for Absence	
2.1 No items were declared. Public Participation 3.1 No members of public were in attendance. Minutes 4.1 The Minutes of the meeting of 19 th October 2016 were agreed with following amendments which were made at the meeting: 5.1 – amend to 'grant' not 'payment' 6.3 – to read 'Precept applications made to Lichfield District Council once approved should be made available on the website'. 7.2 – final sentence to be changed to read 'This section was concerned with the quorate of the Council committees. Proposed: Clir Butler; Seconded: Clir Webb Matters Arising 5.1 Matters Arising 5.1 Small Grant Application A copy of another grant application form was tabled and with section 2 of our application form inserted and some additional work it was agreed to address this form as a small grant application form (less than £200). Should we receive an application for more than £200 further formalities would have to be followed. 5.2 It was agreed to work on the new grant application form seeking advice from Alan Toplis regarding wording in the declaration to state the solvency of the applicant. 6 Disciplinary and Grievance Procedure It was agreed that the Disciplinary and Grievance Procedure have the following amendments page 3 step 2 final sentence: The employer will be represented by two members of the employment committee who may be accompanied by a Human Resources Advisor. And step 4: The Chair and one other Councillor who have not been previously involved will hear the appeal. Recontact the procedure of the Minute of the	1.1	All councillors were in attendance.	
3.1 Public Participation 3.1 No members of public were in attendance. 4 Minutes 4.1 The Minutes of the meeting of 19 th October 2016 were agreed with following amendments which were made at the meeting: 5.1 - amend to 'grant' not 'payment' 6.3 - to read 'Precept applications made to Lichfield District Council once approved should be made available on the website'. 7.2 - final sentence to be changed to read 'This section was concerned with the quorate of the Council committees. Proposed: Clir Butler; Seconded: Clir Webb 5 Matters Arising 5.1 10.1 Small Grant Application A copy of another grant application form was tabled and with section 2 of our application form inserted and some additional work it was agreed to address this form as a small grant application form (less than £200). Should we receive an application for more than £200 further formalities would have to be followed. 5.2 It was agreed to work on the new grant application form seeking advice from Alan Toplis regarding wording in the declaration to state the solvency of the applicant. 6 Disciplinary and Grievance Procedure It was agreed that the Disciplinary and Grievance Procedure have the following amendments page 3 step 2 final sentence: The employer will be represented by two members of the employment committee who may be accompanied by a Human Resources Advisor. And step 4: The Chair and one other Councillor who have not been previously involved will hear the appeal. Reconstitute of the Application of the Application form agreement to full Council that the Disciplinary and Grievance Procedure be adonted.	2	Declarations of Interest	
 No members of public were in attendance. Minutes The Minutes of the meeting of 19th October 2016 were agreed with following amendments which were made at the meeting: 5.1 – amend to 'grant' not 'payment' 6.3 – to read 'Precept applications made to Lichfield District Council once approved should be made available on the website'.	2.1	No items were declared.	
Minutes The Minutes of the meeting of 19th October 2016 were agreed with following amendments which were made at the meeting: 5.1 - amend to 'grant' not 'payment' 6.3 - to read 'Precept applications made to Lichfield District Council once approved should be made available on the website'. 7.2 - final sentence to be changed to read 'This section was concerned with the quorate of the Council committees. Proposed: Clir Butler; Seconded: Clir Webb Matters Arising 10.1 Small Grant Application A copy of another grant application form was tabled and with section 2 of our application form inserted and some additional work it was agreed to address this form as a small grant application form (less than £200). Should we receive an application for more than £200 further formalities would have to be followed. 5.2 It was agreed to work on the new grant application form seeking advice from Alan Toplis regarding wording in the declaration to state the solvency of the applicant. 6 Disciplinary and Grievance Procedure 6.1 It was agreed that the Disciplinary and Grievance Procedure have the following amendments page 3 step 2 final sentence: The employer will be represented by two members of the employment committee who may be accompanied by a Human Resources Advisor. And step 4: The Chair and one other Councillor who have not been previously involved will hear the appeal. It was agreed that F & GP recommend to full Council that the Disciplinary and Grievance Procedure be adonted.		Public Participation	
4.1 The Minutes of the meeting of 19th October 2016 were agreed with following amendments which were made at the meeting: 5.1 – amend to 'grant' not 'payment' 6.3 – to read 'Precept applications made to Lichfield District Council once approved should be made available on the website'. 7.2 – final sentence to be changed to read 'This section was concerned with the quorate of the Council committees. Proposed: Cllr Butler; Seconded: Cllr Webb 5 Matters Arising 5.1 10.1 Small Grant Application A copy of another grant application form was tabled and with section 2 of our application form inserted and some additional work it was agreed to address this form as a small grant application form (less than £200). Should we receive an application for more than £200 further formalities would have to be followed. 5.2 It was agreed to work on the new grant application form seeking advice from Alan Toplis regarding wording in the declaration to state the solvency of the applicant. 6 Disciplinary and Grievance Procedure It was agreed that the Disciplinary and Grievance Procedure have the following amendments page 3 step 2 final sentence: The employer will be represented by two members of the employment committee who may be accompanied by a Human Resources Advisor. And step 4: The Chair and one other Councillor who have not been previously involved will hear the appeal. It was agreed that F & GP recommend to full Council that the Disciplinary and Grievance Procedure he adopted	3.1	No members of public were in attendance.	
following amendments which were made at the meeting: 5.1 – amend to 'grant' not 'payment' 6.3 – to read 'Precept applications made to Lichfield District Council once approved should be made available on the website'. 7.2 – final sentence to be changed to read 'This section was concerned with the quorate of the Council committees. Proposed: Cllr Butler; Seconded: Cllr Webb Matters Arising 5.1 10.1 Small Grant Application A copy of another grant application form was tabled and with section 2 of our application form inserted and some additional work it was agreed to address this form as a small grant application form (less than £200). Should we receive an application for more than £200 further formalities would have to be followed. 5.2 It was agreed to work on the new grant application form seeking advice from Alan Toplis regarding wording in the declaration to state the solvency of the applicant. 6 Disciplinary and Grievance Procedure It was agreed that the Disciplinary and Grievance Procedure have the following amendments page 3 step 2 final sentence: The employer will be represented by two members of the employment committee who may be accompanied by a Human Resources Advisor. And step 4: The Chair and one other Councillor who have not been previously involved will hear the appeal. It was agreed that F & GP recommend to full Council that the Disciplinary and Grievance Procedure he adopted	4	Minutes	
10.1 Small Grant Application A copy of another grant application form was tabled and with section 2 of our application form inserted and some additional work it was agreed to address this form as a small grant application form (less than £200). Should we receive an application for more than £200 further formalities would have to be followed. 5.2 It was agreed to work on the new grant application form seeking advice from Alan Toplis regarding wording in the declaration to state the solvency of the applicant. 6 Disciplinary and Grievance Procedure It was agreed that the Disciplinary and Grievance Procedure have the following amendments page 3 step 2 final sentence: The employer will be represented by two members of the employment committee who may be accompanied by a Human Resources Advisor. And step 4: The Chair and one other Councillor who have not been previously involved will hear the appeal. Recont to Nov.	4.1	following amendments which were made at the meeting: 5.1 – amend to 'grant' not 'payment' 6.3 – to read 'Precept applications made to Lichfield District Council once approved should be made available on the website'. 7.2 – final sentence to be changed to read 'This section was concerned with the quorate of the Council committees.	
10.1 Small Grant Application A copy of another grant application form was tabled and with section 2 of our application form inserted and some additional work it was agreed to address this form as a small grant application form (less than £200). Should we receive an application for more than £200 further formalities would have to be followed. 5.2 It was agreed to work on the new grant application form seeking advice from Alan Toplis regarding wording in the declaration to state the solvency of the applicant. 6 Disciplinary and Grievance Procedure It was agreed that the Disciplinary and Grievance Procedure have the following amendments page 3 step 2 final sentence: The employer will be represented by two members of the employment committee who may be accompanied by a Human Resources Advisor. And step 4: The Chair and one other Councillor who have not been previously involved will hear the appeal. Recont to Nov.	5	Matters Arising	
It was agreed to work on the new grant application form seeking advice from Alan Toplis regarding wording in the declaration to state the solvency of the applicant. Disciplinary and Grievance Procedure It was agreed that the Disciplinary and Grievance Procedure have the following amendments page 3 step 2 final sentence: The employer will be represented by two members of the employment committee who may be accompanied by a Human Resources Advisor. And step 4: The Chair and one other Councillor who have not been previously involved will hear the appeal. Record It was agreed that F & GP recommend to full Council that the Disciplinary and Grievance Procedure be adopted.	5.1	10.1 Small Grant Application A copy of another grant application form was tabled and with section 2 of our application form inserted and some additional work it was agreed to address this form as a small grant application form (less than £200). Should we receive an application for more than £200 further formalities	Cllr Duckett to speak to Alan
It was agreed that the Disciplinary and Grievance Procedure have the following amendments page 3 step 2 final sentence: The employer will be represented by two members of the employment committee who may be accompanied by a Human Resources Advisor. And step 4: The Chair and one other Councillor who have not been previously involved will hear the appeal. Record to Nov	5.2	from Alan Toplis regarding wording in the declaration to state the	Toplis and liaise with the clerk to create new document.
following amendments page 3 step 2 final sentence: The employer will be represented by two members of the employment committee who may be accompanied by a Human Resources Advisor. And step 4: The Chair and one other Councillor who have not been previously involved will hear the appeal. Recont to Nov.	6	Disciplinary and Grievance Procedure	
The employer will be represented by two members of the employment committee who may be accompanied by a Human Resources Advisor. And step 4: The Chair and one other Councillor who have not been previously involved will hear the appeal. Recon to Disciplinary and Grievance Procedure be adopted	6.1	It was agreed that the Disciplinary and Grievance Procedure have the	
committee who may be accompanied by a Human Resources Advisor. And step 4: The Chair and one other Councillor who have not been previously involved will hear the appeal. Record to Disciplinary and Grievance Procedure be adopted			
It was agreed that F & GP recommend to full Council that the Disciplinary and Grievance Procedure be adopted		committee who may be accompanied by a Human Resources Advisor. And step 4: The Chair and one other Councillor who have not been previously	
Disciplinary and Grievance Procedure be adopted			Recommendation
			to be put to Novembers full council.
Following acceptance of the Policy, discussion took place regarding the recognition of the Trade Union that employees may be members of.	6.2		

signea	Page	Τ	OΓ	2

Date:.....

	It was agreed that F & GP recommend to full Council that the Parish Council recognises the Trade Union that its employees are members of.	Recommendation to be put to Novembers full council.
7	Councillors reports	
7.1	There were no reports.	

There being no further business the Chair declared the meeting closed at 12.00pm

The next Finance and General Purposes Committee would be on Tuesday 22nd November at 7.00pm in the WI Hall, Longdon.

Signed	Page 2 of 2