

Longdon Parish Council

Minutes of the Meeting of the Finance and General Purposes Committee 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

Min No.	Item	Action
1 1.1	Apologies for Absence All councillors were in attendance.	
2 2.1	Declarations of Interest No items were declared.	
3 3.1	Public Participation No members of public were in attendance.	
4 4.1	Minutes 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: Cllr Butler; Seconded: Cllr Webb	
5 5.1 5.2	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. 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.	Cllr Duckett to speak to Alan Toplis and liaise with the clerk to create new document.
6 6.1 6.2	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 Following acceptance of the Policy, discussion took place regarding the recognition of the Trade Union that employees may be members of.	Recommendation to be put to November's full council.

Signed.....

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	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 7.1	Councillors reports 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.