

Longdon Parish Council

Minutes of the Meeting of the Finance and General Purposes Committee held at 7.00pm on Tuesday 7th February 2017 at WI Hall, Longdon.

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

Apologies; K Morgan

Clerk; H Goodreid

In Attendance; None

Min No.	Item	Action
15 15.1	Apologies for Absence K Morgan sent his apologies. These were accepted.	
16 16.1	Declarations of Interest No items were declared.	
17 17.1	Public Participation No members of public were in attendance.	
18 18.1	Minutes The Minutes of the meeting of 22 nd November 2016 were agreed. Proposed: Cllr Butler; Seconded: Cllr Webb	
19 19.1 19.2	Matters Arising The draft document now included all elements required including ratio of grant to total costs etc. and source of other funds or sponsorship etc. It was agreed to recommend to full council that the revised Grant Application Form be adopted. Proposed: Cllr Webb; Seconded: Cllr Butler	 Recommendation to be made to February full council
20 21.1	Risk Assessment The risks identified as HIGH were reviewed and the following amendments were made: Risk of loss of Clerk and RFO was elevated to HIGH from medium.	Amendments to be made on main document
21 21.1	Debt Benefit and Consumer Advice SCC had written to the parish council advising that the Debt Benefit and Consumer Advice service was to close as unemployment in the county had reduced and advice was available from a variety of alternative sources. The SCC then advised that should parish and district council wish to continue the service, approx. £300k would need to be found. It was noted that the date for responding to the county council had passed.	
22 22.1 22.2	Draft Training Policy for Consideration Cllrs considered the draft document which had been developed in order to comply with the Local Council Award Scheme. It was agreed to amend the document by putting in the sub heading INDUCTION where it speaks about New Councillors. It was agreed to recommend to full council that the Training Policy be adopted. Proposed: Cllr Webb; Seconded: Cllr Butler	 Recommendation to be made to February full council
23 23.1	Asset Register The current Asset Register is complex and detailed. It was agreed that clearer distinction needs to be made between assets and insured assets. As long as public liability cover was in place to protect the public, it was felt that insurable assets need only to include:	

Signed.....

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	<p>Bridge Tree on Brook End by the bus shelter by Swan Close Chairman's Badge Speed Gun Computer as listed items.</p>	<p>Clerk to secure revised quotes for reduced list.</p>
<p>24 24.1</p>	<p>Insurance Quotes had been received for the same schedule as last year, from Zurich and Came & Company. The estimated quote from Came & Company had been £100 cheaper than Zurich with a further reduction if a three-year policy was taken out. It was agreed that as firm quotes would not be available until 1st May 2017, Clerk confirm the revised schedule with the insurers nearer the time.</p>	<p>Clerk to seek revised insurance quotes.</p>
<p>25 25.1</p>	<p>VAT Claim Councillors looked at the VAT return compiled to date. It was agreed that the claim be held to the end of March 2017.</p>	
<p>26 26.1</p>	<p>Budget / Actual Expenditure This was agreed and all was correct</p>	
<p>27 27.1 27.2 27.3</p>	<p>Budgets for 2017/2018 The parish council have been billed for the cost of County Council / District Council / Parish Council elections in 2015. This had been an unexpected bill for £375.77. It was understood that there would be county council elections in May 2017 and district council elections in May 2020 for which financial provision would need to be made. The Neighbourhood Plan referendum would also need funding although a grant was available to help with those costs.</p>	<p>Need to consider these costs for future. Clerk to follow up. Cllr Duckett to pursue</p>
<p>28 28.1</p>	<p>Councillors Reports Next meeting to be called on Friday 10th March at 11am</p>	

There being no further business the Chair declared the meeting closed at 6.50pm

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