

## Longdon Parish Council

### Minutes of the Meeting of the Finance and General Purposes Committee held at 7.00pm on Monday 15<sup>th</sup> February 2016 at WI Hall, Longdon.

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

**Apologies;** None

**Clerk;** H Goodreid

**In Attendance;** None

Min No.	Item	Action
<b>1</b>	<b>Apologies for Absence</b> All committee representatives were in attendance.	
<b>2</b>	<b>Declarations of Interest</b> No items were declared.	
<b>3</b>	<b>Public Participation</b> No members of public were in attendance.	
<b>4</b>	<b>Minutes</b>	
4.1	The Minutes of the meeting of 4 <sup>th</sup> January 2016 were agreed. <b>Proposed: Cllr Duckett; Seconded: Cllr Morgan</b>	
4.2	<b>Matters Arising</b> All matters arising from the meeting were on the agenda with the exception of:	
4.3	Neighbourhood Plan – all historic documentation was now on the web site.	
4.4	Bank Account: Cllrs discussed the signatories for the bank accounts for the parish council.	
4.4.1	<b>It was agreed to recommend to full council that signatories should be the chair of the parish council and <u>all</u> committee members for F &amp; GP committee and the Chair of H &amp; OS Committee.</b> <b>Proposed: Cllr Duckett; Seconded: Cllr Webb</b>	To be taken to March full council meeting
<b>5</b>	<b>Clerks Review</b>	
5.1	The review had been arranged for 15 <sup>th</sup> February, following the committee meeting.	
<b>6</b>	<b>Clerks Calendar</b>	
6.1	This had been raised by the Internal Auditor as a means of recording the keys events to happen each year e.g. when to post agendas, when the Annual Return needed to be submitted etc. It was agreed that Clerk would look at this.	Clerk to develop calendar
<b>7</b>	<b>Internal Audit</b>	
7.1	Cllr Duckett and Clerk had both had independent meetings with the Internal Auditor. All matters raised as concerns had been addressed and the Internal Aiuditor had advised the External Auditors of this. The External Auditors had been notified of change of Clerk. Clerk was still developing financial spreadsheets based on transactions and Cllr Duckett to support with their development.	
7.2	<b>In was proposed to recommend to full council that the Chair of F&amp;GP be recognised as the councillor to check the financial docs.</b>	To be taken to March full council meeting

Signed.....

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	<b>Proposed: Cllr Morgan; Seconded: Cllr Butler</b>	
<b>8</b>	<b>External Auditor</b>	
8.1	New financial regulations surrounding external auditors would be coming into effect for the 2017/2018 financial year. As soon as more information is received, Clerk will pass this onto councillors.	
<b>9</b>	<b>Small Grants Awards</b>	
9.1	Councillors looked at the current Small Grants Awards terms and conditions. There was a need to improve these and seek clarity on a number of points. Matters to be considered included the need for monitoring, a fixed number of decision making dates over the year, the need for receipts to be passed to the parish council to evidence spend before a grant award is made.	
9.2	It was agreed that Cllr Duckett pass on the T and C's to Clerk who would adjust and then send to councillors for further consideration at March full council meeting.	Cllr Duckett to pass on T's and C's for Small Grant Award
9.3	Given that personal and financial data would be held in the processing of grant awards, it was recommended that the parish council consider the need to be covered by the Data Protection Act 1998 by registering with the Information Commissioners Office. This would cost £35 per year.	
9.3.1	<b>It was agreed that a recommendation be made to full council for Longdon Parish Council to register with ICO. Proposed: Cllr Butler; Seconded: Cllr Morgan</b>	Recommendation to be made to full council
9.4	It was agreed that the two applications for grant aid would be heard at Full Council in March	
<b>10</b>	<b>Risk Assessment</b>	
10.1	An historic Risk Assessment was considered. This was a very wordy document and councillors felt that whilst a detailed document needed to be kept, a more user friendly brief documents should be placed for everyday use. Clerk to email the draft brief document to Cllrs Morgan and Webb for them to consider in light of the more detailed document.	Clerk to forward summary document
<b>11</b>	<b>Budget / Actual Expenditure</b>	
11.1	Clerk continues to seek clarity on financial spreadsheet. It was hoped that this would be cleared for March round of meetings and would include budgets and reconciliations.	
<b>12</b>	<b>Councillors Reports</b>	
12.1	Cllr Webb: raised the matter of the Village Assembly – he had approached Dr Wakeman at Langley General Practice to address the community. Cllr Webb would chase.	
12.2	Cllr Webb: had been speaking with Longdon Community Group and advised that they contact Clerk to arrange coming to future council meeting.	
12.3	Cllr Duckett: raised the matter of Parish Online Registration which had lapsed in October 2015. It was agreed that this be put on the agenda for the next F&GP meeting.	For next F&GP meeting

**There being no further business the Chair declared the meeting closed at 9.10pm**

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