

## Longdon Parish Council

### Minutes of the Meeting of the Finance and General Purposes Committee held at 11.00am on Tuesday 10<sup>th</sup> March 2017 at WI Hall, Longdon.

**Parish Councillors;** Cllrs G Duckett (Chair), K Morgan and C Webb (part)

**Apologies;** B Butler

**Clerk;** H Goodreid

**In Attendance;** None

| Min No.                                   | Item  | Action  |
|---|---|---|
| <b>29</b><br>29.1                         | <b>Apologies for Absence</b><br>B Butler sent his apologies. These were accepted.   |   |
| <b>30</b><br>30.1                         | <b>Declarations of Interest</b><br>Cllr Duckett disclosed an interest in item 38 - Payroll.   |   |
| <b>31</b><br>31.1                         | <b>Public Participation</b><br>No members of public were in attendance.   |   |
| <b>32</b><br>32.1                         | <b>Minutes</b><br>The Minutes of the meeting of 7 February 2017 were agreed.<br><b>Proposed: Cllr Webb; Seconded: Cllr Duckett</b>  |   |
| <b>33</b><br>33.1                         | <b>Matters Arising</b><br>All matters had been dealt with or were on the agenda except for:<br><br>27.2 – It was confirmed that Longdon Parish Council would be required to pay for the parish council area share in future district and county council elections.<br><br>27.3 – The parish council has received confirmation that Lichfield District Council will fund the referendum for the Neighbourhood Plan.            |   |
| <b>34</b><br>34.1<br><br>34.2<br><br>34.3 | <b>Small Grant Applications</b><br>No eligible applications had been received by the parish council.<br><br>Discussion took place around the need for a filtering process to ensure that criteria are met prior to being heard by F&GP.<br><br>Clarity was also required around the specific dates that the applications needed to be submitted to the parish council.  | <br><br><br>To be considered at the next F&GP Committee |
| <b>35</b><br>35.1<br><br>35.2<br><br>35.3 | <b>Annual Audit</b><br>Clerk and Alan Toplis have arranged a meeting for 5 <sup>th</sup> April 2017<br><br>Clerk to confirm that the £2000 has been earmarked for 20127/2018 for the Upper Longdon speed reduction scheme.<br><br>Correspondence has been received from the Internal Auditor advising on actions which need to be in pace in order to complete the Annual return. All matters were considered to be in order. | <br><br><br>To be heard at March Full Council meeting   |
| <b>36</b><br>36.1                         | <b>Insurance</b><br>The list of items on the asset register was considered and it was agreed that the following items be considered as 'named' items on the insurance schedule:<br><br>Notice Boards<br>Bus Shelters  |   |

Signed.....

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|   |  |   |
|---|--|---|
|   | X 4 metal finger posts<br>Speedwatch Gun<br>Laptop   |   |
| 36.2<br>36.3  | Two other items required further clarification:<br><u>Mrs Pipers Tree</u> – maintenance of the tree  | Clerk to confirm  |
| 36.4  | <u>Bridge on Ford Lane</u> – The parish council refurbished it so it will be added as an asset for public liability matters. Clerk to clarify premium related to this. Ask LDC if we can put on a sign – get clarity from their legal team.  | Clerk to confirm with insurance company                 |
| <b>37</b><br>37.1   | <b>Risk Assessment</b><br>The high risk items which were the responsibility of F&GP were discussed and dated accordingly.  |   |
| <b>38</b><br>38.1<br><br>38.2<br><br>38.3<br><br>38.4<br><br>38.5 | <b>Payroll</b><br>The payroll for the parish council was currently undertaken by Cllr Duckett. Cllr Duckett had advised the Clerk that a new payroll provider would be required from 1 <sup>st</sup> April 2017.<br><br>Clerk had received a quote from Warwickshire Community and Voluntary Action (WCAVA): £25 for set up, £6.60 for each pay slip and £3.30 for end of year work = £107.50<br><br>Another quote was awaited from Dale Prince Accountants.<br><br>Other Parish Councils undertook their own payroll through the HMRC website.<br><br><b>It was agreed to recommend to full council that the money be identified in the administration budget to pay for a payroll provider. It was further agreed to recommend to full council that the parish council outsource the payroll from the 1<sup>st</sup> April 2017</b><br><b>Proposed: Cllr Webb; Seconded: Cllr Duckett</b><br><br>Cllr Webb left the meeting and as the committee was no longer quorate no more decisions were taken. | Recommendation to be made to Full Council in March 2017 |
| <b>39</b><br>39.1   | <b>Budget / Actual Expenditure</b>   |   |
| <b>40</b><br>40.1   | <b>Councillors Reports</b><br>There was a brief discussion around the Neighbourhood Plan. There were a couple of contentious issues and it was hoped that work would be completed on the compliance plan by summer 2017. Decision to submit would be made by a future parish council meeting.  |   |

**There being no further business the Chair declared the meeting closed at 12.30pm**

Signed.....

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