

Longdon Parish Council

Minutes of Meeting of the Administration Committee held 11am on Wednesday, 23 May 2018 at Longdon WI Hall

Present: **Parish Councillors:** G Duckett, C Webb, and J Watkins-Smythe,
Clerk: Mrs E. Bird.
Public Attendees: 0
Apologies: -

Min No.	Item	Action
001 001.1	Apologies & Acceptance of Absence There were none.	
002 002.1	Declarations of Interest There were none.	
003 003.1	Chairman to close meeting for public session No Members of the public were present.	
004 004.1	Minutes of Monthly Full Council Meeting held 9 October 2017. The minutes were read and approved. Proposed: Cllr H. Hulme Seconded: Cllr C. Webb. It was resolved to approve and accept the minutes of 9 October 2017.	
005 005.1	Matters arriving from the minutes There were none.	
006 006.1 006.2	Internal and External Audits The report from the internal auditor had been circulated. Councillors were pleased to note the report was favourable. They accepted all the recommendations and agreed to address them throughout the year. Councillors noted the documentation for the external auditors had been approved at the Full Parish Council Meeting on 08.05.18 Resolved to <ul style="list-style-type: none"> a) note the actions raised in the internal auditor's report, b) address the actions throughout the forthcoming financial year, and: c) put a copy of the internal auditor's report on Parish Council's website. 	EB
007 007.1	Risk Assessment and Asset Review and Ratification <u>Risk Register</u> The risk assessment was reviewed. Amendments are detailed in the attached document. References to Highways and Open Spaces Committee were changed to Environment Committee and Finance and General Purposes Committee were changed to Administration Committee. Resolved to amend and alter the Risk Register in accordance with the attached alterations. The new approved version to be put on the Parish Website.	EB

Signed.....

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<p>007.2</p> <p>007.3</p> <p>007.4</p> <p>007.5</p> <p>007.6</p>	<p><u>Asset Review</u></p> <p>Councillors discussed the Asset Register. A revised version is attached to the minutes.</p> <p>It was agreed that some insurance values for seats/benches, bus shelters, dog bins and noticeboards needed removing but these would remain on the asset register for public liability insurance purposes.</p> <p>It was noted that the Speed Watch Gun had been broken. Councillors did not wish to replace this at this time. This should be removed from the asset register and the speed watch gun disposed of.</p> <p>Councillors discussed the HP Laptop (Item 74) and asked the Clerk to insure this for £400. Councillors asked the clerk to upgrade the Windows Office software on the Parish laptop at a cost of approximately £80 per calendar month</p> <p>Whilst discussing the noticeboards, it was noted that the keys to the locked notice board at Mill House had been lost. Councillor Watkins-Smythe agreed to arrange for a locksmith to refit the lock and to have 2 spare sets of keys cut.</p> <p>Resolved to</p> <ul style="list-style-type: none"> a) make the amendments to the asset register in accordance with the attached document, b) to send the insurance company a revised copy of the agenda, c) to ask the clerk to put a copy of the revised asset register on the Parish Website, d) to ask the Clerk to upgrade the Windows Software package on the Parish laptop, and; e) to ask Councillor Watkins-Smythe to request a locksmith access the noticeboard outside Mill House and arrange for 3 sets of keys to be cut. 	<p>EB</p> <p>EB</p> <p>EB</p> <p>EB</p> <p>Cllr Watkins-Smythe</p>
<p>008</p> <p>008.1</p> <p>008.2</p>	<p>Standing Orders and Financial Procedures Review and Ratification</p> <p>Councillors reviewed the Standing Orders and Financial Regulations.</p> <p><u>Standing Orders</u></p> <p>Councillors noted that the standing orders occasionally only referred to 'he' or 'her' it was requested that these be amended to say 'he/her' 'he/she' 'him/hers' etc wherever it was appropriate to do so. This was particularly noticeable in section 13.</p> <p>Additionally, Councillors asked for the first sentence in section 14. Code of Conduct Complaints, paragraph a, be amended to read</p> <ul style="list-style-type: none"> a. Upon notification by the District Council (Lichfield District Council) or the County Council (Staffordshire County Council) that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the proper officer shall, Subject to standing order 11 above, report this to the Council. 	

Signed.....

Date:.....

	Resolved to ask the Clerk to send the revised asset register to the insurance company to request the necessary changes to assets insured be made.	EB
012	Allocation of Funds to Environment Committee	
012.1	Councillors noted there was £6k in earmarked reserves allocated to the Environment Committee to be used on projects carried over from the previous financial year.	
012.2	They agreed to allocate a further £4k from this year's budget, with a further payment to be provided later in the year.	
012.3	The Chair reported that £2.5k of the budget needed paying urgently to Staffordshire County Council to ensure the 'Gateway' project could start within a reasonable timeframe. Resolved to <ul style="list-style-type: none"> a) Allocate £10k to the Environment Committee (£6k from earmarked reserves for ongoing projects and £4k from 2018/19 budget) b) To approve a cheque for £2,500 payable to Staffordshire County Council for the installation of the 'Gateways' by AMEY. 	
013	Items for Future Meetings	
013.1	There were none.	
015	Dates for Future Meetings	
015.1	It was agreed that a short Administration meeting be held prior to the September Full Council Meeting on 11 September 2018 and that a further meeting be held in February. Noted	

The meeting ended at 12.25pm

Signed.....

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Date:.....