

**Minutes of the Finance and General Purposes Committee Meeting held at
Beechen Hall, Wildfell Close, Walderslade on Tuesday 15 July 2014
commencing at 7.30 p.m.**

Councillors present: Mr Ivor Davies (Chairman), Mrs P Brooks, Mr P Dengate, Mr Bob Hinder, Mrs Wendy Hinder and Mr G Smith together with the Clerk

1. Apologies and non-attendance.

Cllr Vic Davies (holiday).

2. Declarations of Interest or Lobbying.

There were none.

3. Minutes of the meeting of 20 May 2014.

The minutes of the meetings were **agreed** and **signed** as a correct record.

4. Matters Arising.

Minute 2653/5.2 Income/Expenditure Report code 47. An inputting error early in 2013 meant that the old precept (2012/13) was not changed to reflect the 2013/14 precept. **Noted.**

The meeting was not adjourned as no members of the public were present.

5. Financial report.

5.1 Reconciliation of bank accounts report for 7 July 2014 **received** and **agreed**.

5.2 Income/Expenditure report as at 7 July 2014 **received** and **agreed**. Clerk asked to investigate code 132 as there appears to be an overspend. **Action: Clerk.**

5.3 Investment Bonds. The Clerk's informed members that the Santander Bond was now set-up. A payment of £125,000 to Lloyds Bank had been actioned that morning with 2 bonds being set up. This reduced the exposure at the Cooperative Bank to under £20,000. **Noted** and **received**.

5.4 Exporting of SCRIBE reports into excel review due July 2014. The Clerk's report that the work on two documents was undertaken by the office with the Chairman undertaking the report submitted to members at item 5.2. Whilst the export of the documents into excel was time consuming it meant that the reports could be included in the agenda and so displayed on the website. **Noted** and **received**.

5.5 Parish Councillor Audit 29 May 2014. The Chairman's report was **noted** and **received**. A revised Parish Council Audit checklist would be drawn up. **Action: Clerk.**

6. Policy and procedures reviews.

6.1 Audit Control: Governance Statement was **received** and **agreed**.

6.2 Risk Assessment: Internet Access by members of the Public, using the Parish Councils computers Risk Assessment was, with some minor amendments suggested by Cllr Dengate, **received** and **agreed**. A biennial review was **agreed**.

6.3 Internet Access by members of the Public, using the Parish Councils computers Policy was, with advice contributed by Cllr Dengate, **received** and **agreed**. A housekeeping review was **agreed**.

6.4 BPC Policy for staff and councillors. Acceptable use of computer facilities, email and the internet **received** and **agreed**. A biennial review was **agreed**. Staff and councillors will be issued a copy of the policy. **Action: office.**

6.5 Bullying and Harassment Policy **received** and **agreed**. A biennial review was **agreed**. Staff and councillors will be issued a copy of the policy. **Action: office.**

6.6 Risk Assessment was, with an inclusion of a reference to low light conditions on site visits, **received** and **agreed**. An annual review was **confirmed** as being operated. Clerk was asked to investigate with Cllr Dengate the issue of future password security.

6.7 Complaints form. The complaint's form was **agreed** with an amendment. All future complaints will go to a newly created chairman e-mail address with an automatic copy to the Clerk. The complaint form to be placed on the website with a facility to complete it on line. **Action: office.**

6.8 Annual competency review/statement. **Received** and **noted.**

7. **Personnel Matters**

TOIL and leave report **received.**

8 **Training Needs Review.**

Cllr Hinchliffe had expressed interest in training and would be contacting the office. Cllr Smith asked if the parish council could source some computer training and it was suggested that other councillors may also be interested. **Action: office.**

9 **Grant Requests.**

None received.

10 **Matters for Information.**

None.

11 **Date of Next Meeting.**

Tuesday 9 September 2014 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m.

Meeting closed at 20.53 pm.

Signed as a correct record of the proceedings.

Chairman.....Date.....