

Finance & General Purposes Committee

01-02-2018 (FINAL)

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SPEEN PARISH COUNCIL

MINUTES OF THE F&GP MEETING HELD ON 01/02/18 at 7:30pm at Speen Pavilion, Speen Recreation Grounds, Station Road, Speen.

PRESENT	Councillors	S LARKINS, A NEWELL-HART, MATHERS
	CLERK	Lisa Blake

Open Session: No guests or press were present.

Resolution	Item	Action
	1. Apologies for absences Cllr Amirtharaj (Work commitments), Cllr Phillips (Prior Appointment)	
	2. Minutes of previous meeting 2.1 Minutes from meeting held on 29 th June 2018 approved and minutes from meeting held on 4 th December 2017 approved subject to changes requested by Cllr Larkins 2.2 Proposed by Cllr Larkins, Seconded by Cllr Mathers. 2 in favour, 1 Abstention	
	3. Declarations of Interest: None	
	4. Appointment of Auditor and Data officer 4.1 The current Internal Auditor has at present declined the post of Data Officer. The Internal Auditor cited a potential conflict of interests between the role of Data protection office and Internal Auditor. When more information is available from BALC the Clerk will investigate the appointment of a Data Officer. The legislation comes into effect on the 25 th May 2018. Current Internal Auditor is prepared to take up the role in 2018/19	Clerk
	5. Precept 5.1 Submitted and received by WBDC	
	6. Payroll 6.1 The Payroll is currently processed by Cllr Larkins so a replacement service needs to be found. Clerk has obtained two quotes from local book keepers. Services required are payroll processing and Pension contributions. Clerk to obtain more quotes	Clerk
	7. Accounting Software 7.1 No update. Future development to discuss with new Chair.	
	8. Policies 8.1 Deferred to the next meeting	Clerk
	9. Development Committee 9.1 Cllr Mathers explained that the Development committee does not have a budget currently for minor expenditure. Cllr Larkins clarified that specific Committee budgets must be agreed at the AGM. Proposal to be added to the AGM to change the Development Committee budget to a £300 discretionary budget. Clerk to check Terms of Reference and update accordingly.	Clerk
-	10. New Councillors	

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	<p>10.1 Hemant Kinge has joined but SPC still requires more new councillors, particularly in the Stockcross and Bagnor areas. There will be 8 councillors after May 2018</p>	
	<p>11. Risk Assessments 11.1 Clerk to check before the next meeting</p> <p>12. WBDC Library Funding Correspondence 12.1 BALC sent an update in the most recent newsletter. An unnamed WB Parish has requested bespoke legal advice from BALC with regards to Library funding. BALC have requested that each Parish write to them and outline their position. Clerk and Chair to write a letter to BALC.</p> <p>13. Tennis Club Lease 13.1 Horsey Lightly have reviewed the current lease and have suggested a total of 4 changes. All changes agreed by the councillors</p> <p>14. Register of Electors 14.1 It was decided that a register of Electors is not currently required by SPC</p> <p>15. Health and Safety – Cllr Mathers highlighted the temperature of meeting rooms. The Clerk has already been tasked with looking at alternative meeting venues. £500 was allocated in the precept for meeting room hire.</p> <p>16. Exclusion of the Press and Public – None to exclude</p> <p>Matters for consideration heading to be added to the next agenda and a next meeting date note also to be added</p> <p>Clerk and Chair to agree upon next meeting date</p>	

There being no further business to conduct, the meeting ended 8.09 pm

<p>Signed:</p>	<p>Name (print):</p> <p>Position:</p>	<p>Date:</p>
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