

# Finance & General Purposes Committee

31-08-17 (FINAL)

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## SPEEN PARISH COUNCIL

### MINUTES OF THE F&GP MEETING HELD ON 31/08/17 at 7:15pm at Speen Pavilion, Speen Recreation Grounds, Station Road, Speen.

PRESENT	Councillors	S LARKINS, T MATHERS, A AMIRTHARAJ, K PHILLIPS
	CLERK	Cllr Larkins (acting)

**Open Session:** No guests or press were present.

Resolution	Item	Action
	<b>1. Apologies for absences</b> Cllr Newell-Hart (holidays); Clerk (prior appt	
	<b>2. Minutes of previous meeting</b> Minutes of F&GP meeting 29 June 2017 were not available. Deferred to next meeting	
	<b>3. Declarations of Interest:</b> None	
Item 4 resolved	<b>4. S 137. Policy</b> Policy is due for renewal in December 17. Policy continues to be a source of discussion at full council meeting whenever S.137 applications received. Cllr Mathers to redraft relevant sections to remove potential ambiguities. To discuss at next F&GP meeting	Cllr Mathers
Item 5 resolved	<b>5. Lease of The Ladywell.</b> Current lease expired on 28 February 17. SRSL (Sir Richard Sutton Ltd) have offered a new lease based on the 1996 one for 21 years from 1 March 17. Rent one peppercorn. Very minor changes: change of company name to SRSL; plan updated to a digital one. Committee agreed to propose acceptance to full council.	Cllr Larkins
Item 6 resolved	<b>6. Insurance renewal.</b> Quotations provided by Came & Co. SPC's insurance broker. Cllr Larkins gave brief review of cover. Quotes based on revalued asset register provided by SPC and received from Inspire (£2,305.64); Hiscox (£2,420.92); Ecclesiastical (£2,260.43). All quotes provided sufficient & relevant cover. Broker recommends Ecclesiastical assumed on cost grounds. Cost reduces to £2,147.41 if a 3 year agreement is entered into. Cost p/y - £2,100.03 so increase very modest. Noted that 21x £1,000 for lampposts included as it is unclear as to SPC's ownership of these. Committee agreed to recommend 3 year agreement with Ecclesiastical to full council	Cllr Larkins
	<b>7. Accounting software update</b> Cllr Larkins has continued to evaluate Scribe software. It is acceptable, but a little dated. It is producing acceptable reports but Cllr Larkins concerned that it is a locally installed software (ie on laptop) problems such as backups/software updates and limited access will remain an issue. Cllr Larkins to look at cloud-based alternatives and report back to next meeting.	Cllr Larkins
	<b>8. Policies</b> The Clerk had reported that 10 policies require approval. 7 have been drafted and 3 are still to be written. To be reviewed at a future meeting	Clerk
Item 8 resolved	<b>9. Debit card</b> Cllr Larkins explained that items of expenditure such as Dropbox/NEST require	Clerk/Cllr Larkins

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	payment by debit/credit card. Councillors or the clerk have been paying personally and reclaiming as expenses. To avoid this going forward, Cllr Larkins suggested that F&GP seek full council's agreement to apply for a Lloyds debit card. Authorisations to remain as currently..	
-	<b>10. Health &amp; safety</b> Nothing to report	
	<b>11. AOB</b> Cllr Larkins reported successful handover from former Clerk to current Clerk	

There being no further business to conduct, the meeting ended 7.48 pm

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

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