

Finance & General Purposes Committee

29-6-17 (FINAL)

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SPEEN PARISH COUNCIL

MINUTES OF THE F&GP MEETING HELD ON 29-6-17 at 7:15pm at Speen Pavilion, Speen Recreation Grounds, Station Road, Speen.

PRESENT	Councillors	S LARKINS, T MATHERS, A NEWELL-HART, A AMIRTHARAJ
	CLERK	Cllr Larkins (acting)

Open Session: No guests or press were present.

Resolution	Item	Action
Item 1 resolved	<p>1. Election of Chair of Communications Committee</p> <p>Cllr Larkins nominated. Proposed by Cllr Mathers, seconder Cllr Newell-Hart. All in favour. Cllr Larkins abstained.</p>	Clerk
Item 2 resolved	<p>2. Election of Vice-chair</p> <p>Cllr Mathers nominated. Proposed by Cllr Newell-Hart, seconder Cllr Larkins. All in favour. Cllr Mathers abstained.</p>	
Item 4 – cannot be resolved – see note opposite	<p>3. Apologies for absences Cllr Philips (holidays); Clerk (prior appt)</p>	
	<p>4. Minutes of previous meeting</p> <p>Minutes of F&GP Working Party meeting 3 May 2017 considered. Cllr Larkins proposed these as a true record of the meeting. Cllr Mathers seconded. No vote could be taken as the present committee is not quorate for attendees. As this had been a Working Party with no legal requirement for formal approval, then this serves as a record of acceptance of Minutes of F&GP Working Party meeting 3 May 2017.</p>	
Item 6 resolved	<p>6. Acceptance of delegated powers:</p> <p>Proposal: To accept powers delegated from full council at the Annual Council meeting held on 15/5/17 for the 2017/18 term according to Terms of Reference adopted by Full Council at the meeting held on 13-3-17. Proposer Cllr Mathers, seconder Cllr Newell-Hart. All in favour.</p>	
Item 7 resolved	<p>7. Budget & discretionary spending limits</p> <p>7.1 F&GP budget:</p> <p>Proposal: to accept the budget for F&GP being the remainder of total budget once all committee expenditure allocated. Proposer Cllr Newell-Hart, seconder Cllr Amirtharaj. All in favour. Chairman to sign acceptance of budget.</p> <p>7.2 Planning & highways budget:</p> <p>Proposal: to allocate the budget of £2,500 to Planning & Highways. Proposer Cllr Larkins, seconder Cllr Mathers. All in favour. Cllr Larkins to sign budget allocation record. Clerk to ensure on agenda of next full council meeting and next Planning & Highways meeting.</p> <p>7.3 Budget setting for 2018/19</p> <p>It was noted that budget requests from committees would need to be received by 16 November for discussion at 30 November F&GP meeting and subsequent inclusion in draft 2018/19 precept. All committee chairs to note.</p>	<p>Cllr Larkins</p> <p>Cllr Larkins / Clerk</p> <p>Committee chairs</p>
Item 8 resolved	<p>8. Diary of meetings for 2017/18 term:</p> <p>Proposal: To agree F&GP Committee meets every other month (except where budget/year end require additional meetings) on the following dates 31 August 17, 26 October 17, 30 November 17, 4 January 18, 22 February 18 with additional meetings scheduled <i>ad hoc</i> as required. Proposer Cllr Larkins, seconder Cllr Mathers, all in</p>	Clerk

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	favour. Clerk to update records and circulate to committee members and full council.	
	<p>9. Policies update</p> <p>Policy update discussed. Cllr Larkins to discuss outstanding policies with Clerk and plan for producing these with current or new Clerk.</p>	Cllr Larkins / Clerk
Item 10 resolved	<p>10. Insurance renewal – proposal to agree review cover and seek quotes for insurance renewal in September.</p> <p>Proposal: to seek quotes for cover for renewal in September 2017 and enquire as to availability/cost of insuring personal liability for councillors. Proposer Cllr Larkins, seconder Cllr Mathers. All in favour.</p> <p>BALC suggested as a possible source of information. Clerk to seek advice & gain quotes.</p>	Clerk
-	<p>11. Accounting software trial update Cllr Larkins advised that trial is underway. Software has been installed on council laptop and set up has begun. Software fairly easy to use. SL to update next meeting as to progress</p>	Cllr Larkins / Clerk
-	<p>12. Health & safety Nothing to report</p>	
-	<p>13. Risk assessments</p> <p>Deferred to next meeting</p>	
Item 14 resolved	<p>14. Recruitment of new clerk. Proposal to make appointment of new clerk</p> <p>To Resolve: That in view of the confidential nature of the business to be transacted and in the public interest the Press and Public be excluded for Agenda item 14 under Section 1 of the Public Bodies (Admission to Meetings) Act 1960. Proposer Cllr Mathers, seconder Cllr Newell-Hart. All in favour. Cllr Amirtharaj left the meeting at 7:50pm. Cllrs Larkins, Mathers and Newell-Hart continued with Part II of the meeting. Minutes are confidential and a separate document.</p>	

Refer to CONFIDENTIAL Part II of Minutes for detail of item 14.

There being no further business to conduct, the meeting ended 8:15pm

Signed:	Name (print):	Date:
	Position:	

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