

## **FOUR MARKS PARISH COUNCIL**

**Meeting of the Finance & General Purposes Committee  
Held on Wednesday 7<sup>th</sup> May 2014, commencing at 9.30pm  
At the Village Hall, Four Marks**

**Members Present:** Cllrs A Tomlinson and P Turner  
**Attending:** S Goudie (Clerk)  
**Apologies:** Cllr Foster

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### **Open Session**

Cllr Turner mentioned that there may be a Community Grant available to assist us to re-surface Uplands Lane. It was agreed that the Clerk should chase up John Reilly for their quote, get a third quotation and ask Cllr Thomas to try and get a decision one way or the other from Charles Church.

There was also concern about horses on the recreation ground. The Clerk advised that a sign had now been put up at the entrance to the recreation ground, and Cllr Turner suggested investigating a bye-law to forbid horse riding.

Open session closed at 9.35pm. Standing Orders were applied

### **14.18 APOLOGIES FOR ABSENCE**

Cllr Foster.

### **14.19 MINUTES OF THE LAST MEETING**

- The minutes of the meeting held on Wednesday 5<sup>th</sup> March 2014 were agreed as accurate, proposed by Cllr Turner, seconded by Cllr Tomlinson, and signed.
- Matters arising:
  - The Clerk informed the meeting that neither the list of preferred contractors had been compiled or the fixed asset schedule been completed, but hoped that both would be done by the next meeting in July.
  - The Clerk confirmed that her Appraisal had taken place, and unless anything arises in the meantime, the next Appraisal would be carried out next year.
  - The Clerk advised that there were two amendments to the Standard Financial Regulations, and that she would make the changes in due course for approval.

### **14.20 RISK ASSESSMENT**

The Clerk had circulated the completed Risk Assessment and it was agreed to submit for adoption at Full Council.

### **14.21 FINANCIAL SPREADSHEET**

The Clerk showed the Members the new Excel spread sheet which had been expanded to allow for more headings, for ease of accounting, but less information on

the summary sheets. They were approved and the Clerk would submit for comments at the Full Council meeting on 21<sup>st</sup> May 2014.

**14.22 CLERK**

- The Clerk had circulated an up to date contract of employment to amend the hours worked and pay scale, these were agreed, the Clerk will amend, and sign.
- The Clerk discussed the possibility of moving of the Parish Office from her home address to the Benian's Pavilion. Cllr Tomlinson advised that there would have to be data protection assessments completed and the Clerk agreed to look at the costs involved and add to as a future Agenda item for discussion at Full Council

**14.23 DATE OF NEXT MEETING**

Wednesday 3<sup>rd</sup> July 2014, to be confirmed by the Chairman.

**14.24 Meeting closed at 10.05pm**

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Chairman