

FOUR MARKS PARISH COUNCIL

**Meeting of the Finance & General Purposes Committee
Held on Wednesday 7th January 2015, commencing at 8.40pm
At the Village Hall, Four Marks**

Members Present: Cllr J Foster (Chair) and Cllr A Tomlinson
Attending: S Goudie (Clerk)
Apologies: Cllr Sensier

OPEN SESSION

The Clerk reported that concerns had been raised over the ongoing demolition of the Old Pavilion, and the health and safety worries that had been advised. Both Cllrs Foster and Tomlinson agreed that the completion of the demolition now needs to be prioritised. The site must be properly fenced off until such time as it has been made safe, cleared and levelled as agreed, and that a letter to confirm the concerns, together with the requested actions to be taken, within set timescales, should be given to the Contractor. The Clerk confirmed that there was also a problem with the water supply to the Scout hut, but confirmed that the Contractor was aware and would be dealing with it the next day. It was agreed that if these actions were not complied with then a third party would be appointed, and any costs incurred deducted from the final invoice.

Cllr Foster advised that she had been asked to send a testimonial letter to Fantastic Illuminations, and asked the Clerk to send her a blank letter head for this purpose.

The Open Session concluded at 8.55pm, Standing Orders were applied.

15.01 FGP APOLOGIES FOR ABSENCE

An apology for absence had been received from Cllr Sensier

15.02 FGP MINUTES OF THE LAST MEETING

- It was not possible to approve the Minutes of the Finance & General Purposes Committee Meeting held on Wednesday 29th October 2014, as Cllr Foster was not in attendance at that meeting, it was agreed to defer to Full Council.
- Cllr Foster went through the Action points from the Interim Audit report. The Clerk confirmed that all actions that had not been completed were all currently work in progress, but due to various circumstances none had been completed to date. It was anticipated that all would be actioned prior to the Full audit in April/May.

15.03 FGP BUDGET 2015-2016

- Following information from the Clerk with reference to the deduction of the Council Tax Support Grant from the total Precept payment, it was agreed to put a request to Full Council to supply a small increase of £2,000 to the 2015-2016 Precept.
- The Clerk advised that the National Clerk's Pay Scales had been increased with effect from 1st January 2015, and confirmation was required to incorporate the increase, agreed to take to Full Council for approval.
- Following a query that had been raised at a recent Clerk's meeting, the Clerk asked the Committee whether a budget provision should be made for a Chairman's allowance. There had been no provision in the past, and as the Clerk clarified that reasonable expenditure can be reclaimed, that a provision for a Chairman's allowance was not necessary for the coming year, but would be raised again at the 2016-2017 budget preparation meeting.

15.04 FGP PUBLICATION SCHEME

The publication scheme was amended as appropriate and agreed ready to circulate for adoption at the next Full Council meeting.

A section referring to gifts and hospitality was highlighted and it was agreed that the guidelines on this issue should be reiterated at Full Council.

15.05 FGP COMPLAINTS PROCEDURE

The Clerk advised the Committee that the Council's complaints procedure had not been updated since 2003. It was agreed to update the document using NALC guidelines, circulate to Committee members for approval and submit to Full Council for adoption.

15.06 FGP DATE OF NEXT MEETING

Wednesday 4th March 2015, venue to be advised.

15.07 FGP Meeting closed at 9.40pm

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Chairman