

FOUR MARKS PARISH COUNCIL

**Meeting of the Finance & General Purposes Committee
Held on Wednesday 13th January 2016, commencing at 7.30pm
At the Unit 32, Lymington Barns, Medstead**

Members Present: Cllr Janet Foster (Chair), Cllrs Kellie Knight and Anne Tomlinson
Attending: S Goudie (Clerk)
Apologies: Cllr S Thomas

16.01 FGP OPEN SESSION

The Clerk confirmed the receipt of an email from Alisdair Tweddle from EHDC, with reference to our Developers Contributions request for the Skate Park replacement equipment. He confirmed that it was too short notice for the January meeting and the next one isn't until June, so our request would have to be requested under the SO46 system, but advised that the money for this project had not yet been collected, therefore not available. The Chairman was able to quote the exact figures that he provided informing us what was available as at October 2015. His email, advising that the money was not available was not well received and it was agreed that we should respond reminding him of the figures previously provided and to ascertain exactly what funds are actually available for our project.

The Open Session concluded at 7.40pm, Standing Orders were applied.

16.02 FGP APOLOGIES FOR ABSENCE

Cllr Simon Thomas sent his apologies, he was unable to attend due to a succession of delays. The Chairman accepted his apologies.

16.03 FGP MINUTES OF THE LAST MEETING

- The minutes of the Finance & General Purposes Committee held on Wednesday 28th October 2015 were proposed as accurate by Cllr Tomlinson, seconded by Cllr Foster, and were duly signed by the Chairman.
- Matters arising:
 - The Clerk confirmed that amendments had begun on the Fixed Asset Schedule and the preparation of the Procedural document had been commenced. The Clerk confirmed that both would be available by the scheduled meeting in March as originally agreed.
 - Land Transfers, no further news on the Allotments transfer. There had been a letter from Antler Homes' solicitors denying any instruction on the transfer of the Badger runs, the Clerk would be contacting Antler Homes as a matter of urgency. The Lymington Bottom Green land transfer was progressing, a site visit by HCC was imminent, and following the site visit, they confirmed they would be instructing their Solicitors.
 - The ICO had found in the Parish Council's favour in the third complaint, however there had, to date, been no notification of the Tribunal's outcome.
 - Fire proof storage. It was agreed that the Clerk should email other parishes for advice, and contact our Solicitor for costs on holding documentation on our behalf.
 - Changes to banking provision. The Clerk confirmed that no further progress had been made on this as, currently, TSB Bank were being helpful, and that it was only with changes in signatories that there had been issues. It was agreed to leave things as they are for the time being.

- Benian's Pavilion. The Clerk confirmed that all the appropriate performing licences required were now in place. There was nothing further to report as the Benian's Committee meeting had not yet taken place.

16.04 FGP REVIEW OF ALL GOVERNANCE DOCUMENTATION

- **Standing Orders**

It was proposed to put the motion to Full Council to insert the following new Standing Orders:

3. Meetings generally:

Insert:

u. If a member fails throughout six consecutive months to attend any meetings of the Council, or of its Committees or sub-Committees, he ceases to be a member unless he has a statutory excuse or a reason already approved by Council. The period begins with the last meeting attended.

v. All apologies for absence must be approved and Minuted as such, and a reason given, where appropriate. Late arrivals should be recorded and any withdrawals from the meeting on grounds of interest should also be recorded.

25. Standing Orders Generally

Insert

d. Declarations of Acceptance of Office. The Chairman must make his/her declaration at the meeting at which he/she is elected and each councillor must make his/her declaration at or before the first meeting after he/she is elected unless in either case the council *at that meeting permits* the declaration to be made at or before a later meeting. The declaration must be made in the presence of the council's proper officer (the Clerk), or in the Clerk's absence a member of the Council.

If the declaration is not executed at the proper time, a casual vacancy automatically arises, but this does not affect the right of the person concerned to seek office again.

- **Financial Regulations**

There were several modifications to the Financial Regulations, with at least two points that needed to be raised separately with the Internal Auditor. Once confirmation had been received the updated Regulations would be presented to Full Council for formal approval.

- **Terms of Reference for Committees**, all terms were updated with the correct references to Standing Orders, and an additional paragraph on Financial Delegation to the Finance & General Purposes Committee, references to the correct Standing Orders were also changed. The updated Terms of Reference would be circulated for approval at Full Council.

- **Publication Scheme.** No changes.

16.05 FGP INTERIM AUDIT

R1 A nominated Councillor should sign off bank reconciliations, *to be appointed*.

R2 Month end trial balance report should be filed with bank reconciliations, *already actioned*.

R3 Review of extant governance documentation; *this was carried out as above, however it was pointed out that all documents had recently been reviewed and that this was a premature exercise, it clearly states in Standing Orders that this should be done at the First Meeting (May), it was agreed that this should be pointed out to the Internal Auditor.*

- R4 Stamp to replace slips thus reducing duplication and excess work; *now purchased*
- R5 Salary payment documentation should all be initialled by signed by members; *now implemented, although this referred to the Standing Order paperwork.*
- R6 Verification of in-parish residency should be noted where deceased has not died in the Parish; *it was agreed that this should be at the discretion of the Clerk as appropriate*

16.06 FGP NEXT MEETING

Wednesday 2nd March 2016, 8.30pm, to follow planning.

16.07 FGP The Chairman closed the meeting at 21.15 pm.

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Chairman