

HADLOW PARISH COUNCIL
FINANCE & GENERAL PURPOSES COMMITTEE

Minutes of the Virtual Meeting of Tuesday 5 May 2020

Present: Cllr's Richardson (Chairman), E Bright, L Bright, Collins, Harvey

In Attendance: M Stepkowski (Parish Clerk), E Battain (Admin Assistant)

FGP856 To receive and approve apologies and reason for absence

None.

FGP857 To receive declarations of interests

None.

FGP858 Matters requiring review in accordance with Standing Orders ahead of the Annual Parish Council Meeting

- Health & Safety Policy
- Standing Orders *adopted 14/5/2018*
- Financial Regulations *adopted 11/11/2019 Minute 4078E*
- Code of Conduct *adopted 09/07/2012*
- Grant & Donation Policy *adopted 8/5/2017*
- Lone Working Policy *adopted 11/9/17*
- Training & Development Policy *adopted 11/9/17*
- Grievance Policy *adopted 13/5/19*
- Complaints Policy *adopted 13/5/2013*
- Media Policy *adopted 11/9/2017*
- Tree Policy *adopted 12/12/2016*
- Publication Scheme
- Asset Register
- Council Risk Assessments (*to include H&S & LCRS*)

Resolved to recommend approval of the above noted Policies, Schemes and Assessments to full Council. Proposed Cllr Richardson, seconded Cllr E Bright and carried unanimously.

FGP859 To consider recommendation to Council

- Updated CCTV Policy

Resolved to recommend approval of updated CCTV Policy. Proposed Cllr Richardson, seconded Cllr Collins and carried unanimously.

- Statement of Internal Control 2020-21

Resolved to recommend approval of Statement of Internal Control 2020-21. Proposed Cllr Richardson, seconded Cllr L Bright and carried unanimously.

- Updated Disciplinary Procedure

Resolved to recommend approval of updated Disciplinary Procedure.

Proposed Cllr Richardson, seconded Cllr E Bright and carried unanimously.

FGP860 a) To recommend approval of payment to date via cheque/faster payment

Resolved to recommend approval of cheques/faster payments in the sum of £5372.80 (*additional payments to be added and approved at HPC meeting*).

b) To recommend approval of April accounts (bank reconciliation, income & expenditure, cost centre report, trial balance)

Resolved to recommend approval of April accounts in their entirety. Proposed Cllr Richardson, seconded Cllr L Bright and carried unanimously.

c) To recommend approval of direct debits/regular faster payment for 2020-21

Resolved to recommend approval of direct debits/regular faster payment for 2020-21. Proposed Cllr Richardson, seconded Cllr E Bright and carried unanimously.

d) To note the updated contracts list (*deferred*)

e) To receive and note the Internal Auditors year-end report

Resolved to acknowledge and approve Internal Auditors year-end report.

Proposed Cllr Richardson, seconded Cllr L Bright and carried unanimously.

With regards to the Auditors notes, members approved the Clerk's response to the Auditor as follows:

R1 – as per report, trial balance to be provided with accounts in future.

R2 & R3 – no action required, correction made at year end.

R4 – Council to consider again whether to align Admin Assistant and Warden's pay rates to NJC spinal point.

R5 & R6 – Annual investment strategy – 2003 Local Government Act Para 4 the definition of an investment does not appear to change the fact that the only 'investment' held by the Council is cash at bank where the balance at year end was £93,354 i.e. under £100,000. Therefore, and in accordance with Para 14 'Where a parish council or charter trustee expects its total investments to be between £10,000 and £100,000, it is encouraged to adopt the principles in this guidance.'

As matters stand, in order to maintain an acceptable general reserve/working fund balance of between £45,698 (3 months expenditure) and £182,795 (12 months expenditure) there are no surplus funds for investment at present. Propose adopting an investment strategy prior to any future investment.

f) To recommend approval of Annual Governance Statement 2019/20 (Section 1)

Resolved to recommend approval of Annual Governance Statement 2019/20 (Section 1). Proposed Cllr Richardson, seconded Cllr L Bright and carried unanimously.

g) To recommend approval of The Accounts & Accounting Statements (Section 2) 2019/20

Resolved to recommend approval of The Accounts & Accounting Statements (Section 2) 2019/20. Proposed Cllr Richardson, seconded Cllr Collins and carried unanimously.

h) To consider Reserves Policy for 2020-21

Resolved to recommend approval of the Reserves Policy for 2020-21 with the opening balances stated in the accounts:

Cemetery	Code 370	£6,000
Trees	Code 385	£1,695
Hy-Arts	Code 325	£6,000
May Vault	Code 351	£ 150
Opening Bal Total		£13,845

Proposed Cllr Richardson, seconded Cllr Harvey and carried unanimously.

There being no further business the meeting closed at 20:14 hrs.

Date of next meeting scheduled: 6 October 2020

Signed:

Date: