



Minutes of the Finance and General Purpose Committee Meeting held on **Monday 7th September 2020** at 7.00 p.m.

Present: Cllr D Bennett
Cllr L Murray
Cllr M Reilly
Cllr S Shrubb

Mrs A Reynolds (Clerk to the Council)

	Action
FGP/260 – Acceptance of apologies for absence. No Apologies were received	
FGP/261 - Public Session 1. Issues raised by the public No members of the public were present	
FGP/262 – 1. Declarations of interest None 2. Requests for Dispensation None	
FGP/263 – Response to issues raised in the Public Session Nothing to respond to.	
FGP/264 - Approval of Minutes of 1st June 2019 RESOLVED: That the minutes be signed by the Chairman as a correct record of the meeting.	Cllr Reilly
FGP/265 – Matters arising from the minutes not covered elsewhere on the Agenda The Clerk was advised that the Terms of Reference haven't been updated on the website and old Councillor's names are showing under the committee's section of the website. The Clerk wasn't aware of this, so will rectify tomorrow.	Clerk
FGP/266 – Finance 1. Budget update and comparison with year to date spend Resolved: All happy with the spending. 2. Confirmation of S106 funds held by SNC & NCC Resolved: The figures that SNC & NCC have sent do not match what the Parish Council believes have been spent. Cllr Reilly and the Clerk will look through older emails and will then meet with Cllr Bennett and if needed will request a meeting with SNC.	Cllr Reilly & Clerk
FGP/267 – Budget for PCSO RESOLVED: To recommend to the full Council that Roade Parish Council funds no more than 50% of the cost of a PCSO (£20,300).	
FGP/268 – Small Grant Policy RESOLVED: The Clerk had previously circulated a small grants policy, the F&GP Committee resolved to recommend that a limit of £1000.00 be set for applications, and a few amendments be made to the policy. The F&GP Committee resolved to recommend to the full Council that the Small Grant Policy be adopted once the amendments are made.	Clerk



<p>FGP/269 - Budget for Cemetery Working Party RESOLVED: Differ until the next F&GP Meeting of 23rd November when the Cemetery Working Party have a better understanding of the figures involved with the Cemetery extension.</p>	
<p>FGP/270 – Audit RESOLVED: For the Clerk to write to NCALC to advise that the Parish Council are not happy that the Internal Auditor did not advise that as the income and/or expenditure exceeded £200,000.00 the Council had to report on an income and expenditure basis. The Council have incurred charges from the Accounting package company who assisted with additional report.</p>	Clerk
<p>FGP/271 - Staffing 1. To approve increase in the Clerk’s hours RESOLVED: To recommend to the full Council that the Clerk’s hours are increased by two a week, from twenty-eight to thirty. 2. To approve recruitment of a Deputy Clerk RESOLVED: To recommend to the full Council that an experienced Deputy Clerk is employed working eight hours a week.</p>	
<p>RPC/272 – Close The meeting closed at 8.12pm</p> <ul style="list-style-type: none">• [Note: The next Finance & General Purpose Meeting will take place on Monday 23rd November 2020.	

Signed: _____

Date: _____