



Minutes of the Finance and General Purpose Committee Meeting held on **Monday 7<sup>th</sup> 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
<b>FGP/260 – Acceptance of apologies for absence.</b> No Apologies were received	
<b>FGP/261 - Public Session</b> <b>1. Issues raised by the public</b> No members of the public were present	
<b>FGP/262 – 1. Declarations of interest</b> None <b>2. Requests for Dispensation</b> None	
<b>FGP/263 – Response to issues raised in the Public Session</b> Nothing to respond to.	
<b>FGP/264 - Approval of Minutes of 1<sup>st</sup> June 2019</b> <b>RESOLVED:</b> That the minutes be signed by the Chairman as a correct record of the meeting.	<b>Cllr Reilly</b>
<b>FGP/265 – Matters arising from the minutes not covered elsewhere on the Agenda</b> 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.	<b>Clerk</b>
<b>FGP/266 – Finance</b> <b>1. Budget update and comparison with year to date spend</b> <b>Resolved:</b> All happy with the spending. <b>2. Confirmation of S106 funds held by SNC &amp; NCC</b> <b>Resolved:</b> 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.	<b>Cllr Reilly &amp; Clerk</b>
<b>FGP/267 – Budget for PCSO</b> <b>RESOLVED:</b> To recommend to the full Council that Roade Parish Council funds no more than 50% of the cost of a PCSO (£20,300).	
<b>FGP/268 – Small Grant Policy</b> <b>RESOLVED:</b> 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.	<b>Clerk</b>



<p><b>FGP/269 - Budget for Cemetery Working Party</b>  <b>RESOLVED:</b> Differ until the next F&amp;GP Meeting of 23<sup>rd</sup> November when the Cemetery Working Party have a better understanding of the figures involved with the Cemetery extension.</p>	
<p><b>FGP/270 – Audit</b>  <b>RESOLVED:</b> 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>	<b>Clerk</b>
<p><b>FGP/271 - Staffing</b>  <b>1. To approve increase in the Clerk’s hours</b>  <b>RESOLVED:</b> To recommend to the full Council that the Clerk’s hours are increased by two a week, from twenty-eight to thirty.  <b>2. To approve recruitment of a Deputy Clerk</b>  <b>RESOLVED:</b> To recommend to the full Council that an experienced Deputy Clerk is employed working eight hours a week.</p>	
<p><b>RPC/272 – Close</b>          The meeting closed at 8.12pm</p> <ul style="list-style-type: none"> <li>• [Note: The next Finance &amp; General Purpose Meeting will take place on Monday 23<sup>rd</sup> November 2020.</li> </ul>	

Signed: \_\_\_\_\_

Date: \_\_\_\_\_