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**Minutes of the Meeting of the Finance & General Purposes Committee held on Monday  
25<sup>th</sup> November 2019 at 7.00 pm at the Parish Office, Roade Village Hall, Bailey Brooks Lane, Roade**

**Present:** Cllrs Reilly (Chairman), Murray, Marshall, Bennett, Calder, Ruse and Connell.

Acting Clerk, John Marshall

- FGP/226      Acceptance of Apologies for absence**  
None
- FGP/227      Public Forum**  
No members of the public present.
- FGP/228      1. Declarations of Interest**  
None.  
**2. Request for dispensations**  
None.
- FGP/229      Response to items raised in the public session**  
None
- FGP/230      Resolution to approve the minutes of the meeting of 23<sup>rd</sup> September 2019**  
It was **resolved** to accept the minutes and they were signed by the Chairman as a true record.
- FGP/231      Matters arising from the Minutes, not covered elsewhere on the Agenda**  
None
- FGP/232      Review and recommend to Council adoption of revised Financial Regulations**  
The Committee considered the revised FRs drawn up by the Acting Clerk that are based on the NALC 2019 model template. After discussion on spending limits set out in revised reg4.1 it was **resolved** to leave the spending limit for the Village Technician unchanged at £100 (total) and £50 (single item) per calendar month and to refer the revised FRs to the December RPC meeting for approval.  
**Action: Acting Clerk** to amend draft Regs and place on December RPC Agenda for approval.
- FGP/233      Appointment of NALC Internal Auditor (IAr)**  
The Committee considered and resolved to accept the NALC nomination of Ms Lynn Lavender as the IAr with immediate effect.
- FGP/234      Budget and Precept 2020/21**  
Due to insufficient information being available, the Committee was unable to complete a draft Budget for 2020/21 or a proposed Precept. The Acting Clerk was asked to request up to date information from SNC regarding the numbers on the Electoral Roll and the number of dwellings and RPC members will be invited at the December meeting to submit costed proposals for inclusion in the Council's spending plans to enable a draft Budget to be prepared at the next F&GP meeting set for 16<sup>th</sup> December. At this stage, the Council will re-adopt its Excel spreadsheet, modified and updated to include budget headings that more accurately reflect current receipts and payments, for both budgeting and accounting purposes.  
**Action: Acting Clerk** to obtain data from SNC and arrange for modifications to the spreadsheet and place a call for projects on the December RPC Agenda
- FGP/235      Purchase of Roade Library**  
The Acting Clerk updated the Committee on progress with this matter. He reported that
- the Heads of Terms have been signed and returned to NCC

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- Key Conveyancing LLP (Andrew Crawford) have been instructed to act for RPC
  - SNC (Peter Cox) has confirmed the availability of grants totalling £130,758.76 (2 x S.106 and 1 x NHB)

The Committee considered the potential sources of funding for the balance of approx. £53257.50 required to complete the purchase and concluded that sufficient funds are available in the Council's existing reserves.

As part of that discussion Cllr Bennett reminded the Committee that the 2019 Wind Farm Grant of £9,031.33 and £10,000 S.106 was transferred and was currently held in the Council's current account; it was resolved that Cllr Bennett, as an authorised bank signatory would effect the transfer of that sum to the Nationwide (reserves) account.

**Action: Cllr Bennett** to transfer funds

The Committee also noted that a reclaim of VAT was probably overdue; the Acting Clerk advised that this matter was already in hand by Sue Dale.

**FGP/236**

**a) Resolution to exclude the press and public from the meeting on the grounds that the following item of business is confidential (staffing)**

The Resolution was passed unanimously.

**b) Staffing**

The Committee received an update on employment issues from Cllr Murray. Alison Reynolds has accepted the offer of employment as Clerk / RFO and commences with the Council on 12<sup>th</sup> December.

**Date and Time of Next Meeting; Monday 16<sup>th</sup> December at 7pm**

The Chairman closed the meeting at 2040