

NEWICK PARISH COUNCIL

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE OF THE ABOVE-NAMED PARISH HELD ON TUESDAY, 10th January, 2012 AT NEWICK SPORTS PAVILION ALLINGTON ROAD COMMENCING AT 6.55 P.M.

PRESENT: Cllr. C. Jago (Chairman for this committee)
Cllr. Ross Houghton
Cllr. J. Lucas
Cllr. Mrs. C. Sharpe
Mrs. L. M. Farmer Clerk for the Council was present

1. **APOLOGIES:** Cllr. Mrs. S. Lightfoot

2. **DECLARATIONS OF INTEREST:** There were no Declarations of Interest.

3. **QUESTIONS FROM THE PUBLIC:** No members of the public were present.

4. **REVIEW OF OUTTURN AND BANK BALANCE AS AT END OF DECEMBER, 2011:** Copies of these had been circulated to the Committee. Explanation was made by the Chairman of the various funds held and of the Accounts held by the Parish Council. It was noted that the balance at the end of the year would likely be higher than originally forecasted in the Budget for 2012/2013. The Chairman clarified that the amount allocated for the Village Fun Day would be used for expenses incurred for the Queen's Diamond Jubilee.

It was noted that the Council would possibly receive £2600.00 from East Sussex County Council towards the cost of mowing the verges in the Village which the Parish Council had taken over the responsibility for.

5. **STANDING ORDERS:** Cllr. Lucas had now reviewed the Standing Orders ensuring that errors and numbering had been corrected.

The Committee recommended that Standing Order 27 "Relations with the Press/Media" be modified so that a separate policy on this would not be required. The new Standing Order would reflect the requirement that only the Chairman of the Council or relevant Committee or Clerk will have dealings with the press. Cllr. Lucas was asked to draft a replacement for this item for the next Parish Council Meeting

6. **REVIEW OF COUNCIL DOCUMENTS:**
The Committee recommended the following documents be approved by Council after some minor amendments and updating of Acts etc.

- Review of Child Protection Policy
- Newick Parish Council – Organisational Structure
- The Parish Council's Custodial Responsibilities for the Village Hall
- Policy Statement – Website Use
- Policy for requirements for portable appliance testing (PAT)
- Grievance Policy
- Health and Safety Policy
- Policy for Access over Newick Parish Council Land
- Severe Weather Policy – Grit Bins
- Policy Statement – Memorial Seats
- Travel Plan
- Policy for Newick Green
- Emergency Plan

It was noted that most of the policies had now been reviewed leaving the Tree Policy and Freedom of Information Policies. The Committee wish to recommend to the Council that the polices are reviewed once in four years unless circumstances dictate otherwise.

7. **CLERK'S GRATUITY:** The Chairman reported that due to Government changes coming into force during January, 2012 there was the likelihood that there would be significant changes to the Clerk's Gratuity for those people appointed to such a position in future. However he had looked at the correspondence that the Clerk had for her gratuity and noted that a commitment in writing had already been given to her that she would be paid a Gratuity when she retired. The only uncertainty appeared to be how much that should

be. By the end of the current financial year it was expected that £11,336 would be held in Reserves but the exact amount that could be paid at the time of retirement would be subject to taking legal advice.

8. **INTERNAL AUDITOR REPORT:** This had been reported to the Council and actioned where appropriate. The Committee noted that the Internal Auditor had given notice that after the Internal Audit for the end of this Financial Year he did not wish to continue carrying out the inspections for Newick as he was reducing his workload. The Clerk was asked to provide information of other possible Internal Auditors for the Committee to consider.
9. **DATE FOR NEXT MEETING:** These had been arranged for every quarter.
10. **ITEMS FOR THE NEXT MEETING:** The remainder of the Policy documents to be reviewed.

Meeting Closed at 7.55 p.m.

Signed: Chairman Dated:

The Clerk Mrs. Linda M. Farmer, 7 Oldaker Road, Newick, Lewes, East Sussex BN8 4LN
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