

## NEWICK PARISH COUNCIL

**MINUTES** of the Meeting of Newick Parish Council Finance and General Purposes (F&GP) Committee held at the Sports Pavilion, King George V Playing Field, Allington Road on Tuesday 13<sup>th</sup> October 2015 at 7.07 p.m.

**Present:** Councillors: C. Armitage, C. Jago (Chairman of this Committee),  
B. Horsfall, and R. Houghton  
**In Attendance:** Mrs. S. Berry (Clerk)

An audio recording was made of the meeting

1. **Apologies for Absence** – Apologies had been received from Cllr. M. Thew.
2. **Disclosure by Members of personal interest in matters on the agenda, the nature of any interest and whether the Member regards the interest as prejudicial under the terms of the Code of Conduct** – No disclosures were made
3. **Questions or Statements by Members of the Public** – No members of the public were present.
4. **Review of Statement of Performance against budget (Outturn) as at end of September 2015** – The statement of performance against budget as at the end of September 2015 had been distributed in advance of the meeting and was noted. It was noted that there was £1720 available in the budget for grants to be awarded and that invoices were still awaited from Lewes District Council for the play area upgrade and the Parish Council election.
5. **Risk and Management Controls** – A copy of the updated Risk and Management Control document had been circulated in advance of the meeting and was noted.

It was reported that the Chairman of F&GP had carried out the quarterly checks of bank balances, IT controls and the calculation of the Clerk's salary and pension contributions on 5<sup>th</sup> October 2015.

It was noted that the asset register had recently been amended to take into account the increased value of new play equipment. It was agreed that, in future, the asset register review should take place in July prior to the renewal of the Parish Council insurance policy in September.

It was noted that the Standing Orders were due for review and agreed that Cllr. Allen should be asked to look through the current document and report back with details of any proposed changes.

The review of the Clerk's job description had not yet taken place and this matter was deferred for consideration at the F&GP meeting in January 2016. It was noted that the Clerk's annual appraisal would be carried out by the Chairman of the Parish Council at the end of October 2015.

### 6. Policies and procedures

Copies of policy documents due for review had been circulated in advance of the meeting and the following actions were agreed:-

**Risk Assessment Policy** (last reviewed 28/10/14) – no amendment required - recommend approval by the Parish Council.

**IT Records Back-Up Procedure** (last reviewed 25/10/11) – change reference to ‘flash stick’ to read ‘external storage device’ and update Clerk’s details – recommend approval by the Parish Council.

**Process Manual** – review deferred to the next F&GP meeting in January 2016 as the draft document was not yet available.

**CCTV Policy and Operating Rules** – review deferred to the next F&GP meeting in January 2016 as the draft document was not yet available.

**Protocol for Hearings by Appeals Committee** – Paragraph 1(b) change word ‘dismissals’ to read ‘sanctions’ – recommend for approval by the Parish Council and produce a draft disciplinary procedure for consideration at the F&GP meeting in January.

**Bullying and Harassment at Work Policy** (last reviewed 25/10/11) - no amendment required - recommend approval by the Parish Council.

**Equality Policy Statement** (last reviewed 25/10/11) – no amendment required – recommend approval by the Parish Council.

**Policy to prevent Illegal Working** (last reviewed 25/10/11) – draft amended document required correction of a typographical error in line two – recommend approval by the Parish Council.

**Lone Working Policy** – new draft policy – should not be put forward for approval until the appropriate risk assessments had been carried out.

**Press and Media Policy** – new draft policy – recommend approval by the Parish Council

**Procedure for the handling of Correspondence** – new draft policy required some minor amendment – recommend amended document for approval by the Parish Council.

**Gifts or Hospitality received by councillors** – It had been highlighted in the Internal Auditor’s report that the Parish Council should have some system in place for reporting gifts or hospitality received by councillors. It was agreed that a policy should be drafted stating that Councillors must notify the Parish Council of any offers of gifts or hospitality worth more than £50 prior to acceptance.

7. **2016/17 Budget** – A first draft of the 2016/17 budget was circulated at the meeting. It was noted that further work was required as some of the figures had yet to be confirmed. It was agreed the the Clerk would liaise with the Chairman of F&GP prior to the next Parish Council meeting to prepare a further draft budget for presentation to that meeting aiming to achieve a 0% increase in the Parish Council precept for a Band D property.

8. **Internal Audit** - It was noted that an appointment had been made for the Internal Auditor to carry out an interim review on 12<sup>th</sup> November 2015. It was agreed that his remit would remain unchanged from previous Audits.

9. **Items for the next agenda** –  
Review of Clerk’s Job Description  
Draft updated Process Manual  
Draft updated CCTV Policy and Operating Rules

Draft Disciplinary Procedure  
Risk Assessments to support Lone Working Policy  
Draft policy for acceptance of gifts or hospitality

The Meeting Closed at 7.58 p.m.

**Signed**.....**Dated**.....

The Clerk: Mrs SE Berry, 18 Newlands Park Way, Newick, BN8 4PG  
Tel. 01825 722135 Email [newickpc@newick.net](mailto:newickpc@newick.net)