

## 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 12<sup>th</sup> April 2016 at 6.57 p.m.

**Present:** Councillors: C. Armitage, C. Jago (Chairman of this Committee),  
B. Horsfall, and M. Thew  
**In Attendance:** Mrs. S. Berry (Clerk)  
One member of the public was present

An audio recording was made of the meeting

1. **Apologies for Absence** – Apologies had been received from Cllr. R. Houghton
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** – There were no questions or statements by members of the public.
4. **Review of Statement of Performance against budget for year ending March 2016** – The statement of performance against budget for the year ending March 2016 had been circulated prior to the meeting and was noted. It was agreed to recommend to the Parish Council that the surplus of £14276 should be distributed to reserves as follows:-

Maintenance reserve	£7501
Sports Pavilion reserve	£3000
General reserve	£3775

It was agreed to recommend that if there are no firm plans to spend the High Street Verges reserve within the next twelve months the monies should be transferred to the General Reserve.

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 the Finance and General Purposes Committee had carried out the quarterly checks of bank balances, IT controls and the calculation of the Clerk's salary and pension contributions on 6<sup>th</sup> April 2016.

The Clerk confirmed that the quarterly VAT reclaim application had been submitted to HMRC.

Cllr. Jago reported that he had reviewed the job descriptions for the posts of Clerk to the Council and Responsible Financial Officer and proposed that no changes should be made other than paragraph 4.1 of the Clerk's Job Description which should be amended to remove reference to supervision of 'staff' and replace this with supervision of 'contractors'.

6. **Policies and procedures to be reviewed**  
Copies of policy documents due for review had been circulated in advance of the meeting and the following actions were agreed:-

**Freedom of Information Policy and Freedom of Information Scheme and Freedom of Information Policy** (last reviewed 27/01/15) – It was agreed to recommend that the draft amended documents should be adopted by the Council.

**CCTV Code of Practice** (last reviewed 25/10/11) – It was agreed to recommend that the draft amended document should be adopted by the Council subject to minor changes to paragraph 6 (*wherever possible* all cameras will be operational) and paragraph 8 (Any other personnel ...must be supervised while they are in the recording facility *unless they hold suitable accreditation*).

**Playing Fields Conditions of Hire** (Last reviewed 28/04/15) – It was agreed to recommend that this policy should remain unchanged.

**Grievance Policy and Disciplinary Policy** – It was agreed to recommend that the draft Grievance and Disciplinary Policy should not be adopted but that the Council's Standing Orders number 19 should be amended to show that, in the case of a Grievance or Disciplinary matter being raised, the Council should follow the process detailed in the current version of NALC Legal Topic Note LTN 22. Cllr. Jago agreed to draft the proposed wording.

**Protocol for Hearings by Appeals Committee** – It was agreed that protocol and procedure for appeals committees was adequately covered in the NALC Template (Legal Topic Note LTN 22) therefore this document was no longer required.

7. **Review of System of Internal Control** – A new draft document had been prepared by the Clerk and circulated in advance of the meeting. It was agreed to recommend that this document should be adopted, subject to the addition of a check of the end of year pension report before it is submitted to East Sussex Pension Fund.
8. **Defibrillators** – A report from the Clerk regarding maintenance and insurance issues for the three defibrillators installed by Friends of Newick Health Centre (FNHC) had been circulated prior to the meeting. It was agreed that FNHC should be asked whether or not they received a manual with the defibrillators when they were supplied and, if so, whether or not this included a maintenance check list. In the meantime FNHC should be asked to keep a log of the inspections and any maintenance work carried out. It was agreed that the insurance position should be investigated further. It was agreed that Cllr. Jago would contact Mr Todd, Chairman of FNHC, and report back. The Clerk was asked to obtain a quotation from the Parish Council's insurers for covering the defibrillators for loss or damage.
9. **Items for the next agenda** – It was agreed that the following items would be included on the agenda for the next meeting:-
  - Update on defibrillators
  - Any matters highlighted in Internal Audit

The Meeting Closed at 7.35 p.m.

Signed.....Dated.....

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