



## Long Stratton Town Council

Pavilion, Manor Road, Long Stratton, NR15 2XR

Chairman: Mr Kelly Lunness, Town Clerk: Mrs Becky Buck

Email: office@longstrattontowncouncil.gov.uk

Tel: 01508 530524

### Minutes of the Finance and Policy Management meeting held 29 January 2024 @ 7pm in the Pavilion, Manor Road

In attendance: Councillors, Kelly Lunness, Susan Smith, Justin Harris, Florence Morimont, Mat Pochin (19.08) and David Willis  
Becky Buck (Clerk and RFO)

**1. To consider apologies for absence**

There were no apologies of absence received.

**2. To receive disclosures of interest and dispensations**

There were no disclosures of interest or dispensation received.

**3. To confirm the minutes of the previous Finance and Policy Management Committee meeting held on the 20<sup>th</sup> November 2023**

The minutes of the meeting held on 20<sup>th</sup> November were approved by the Committee and signed by the Chairman as a true record.

**4. To review and sign for accuracy bank reconciliations**

Bank reconciliations were approved and signed by 2 Councillors to confirm accuracy.

**5. To review budget to date.**

The budget control report was provided and discussed. The Clerk confirmed that we are currently under budget for this point in the financial year.

**6. To discuss and decide on draft budget for 2024-2025**

Following a lengthy discussion. The final budget was approved for recommendation to Council.

**7. To review Ear Marked Reserves**

Ear Marked Reserves were reviewed by the Committee, the Clerk talked through the movements year to date.

**8. To discuss and decide on the following policies for recommendation to Council**

**a. Social Media Policy**

This was recommended for approval with the added sentence on the end of the second paragraph of 'as per the communications plan' it was agreed that Councillor Harris would work on a draft communications plan on behalf of the Council.

**b. Customer Service**

This was recommended for approval with the removal of the word 'customer' being replaced with the word 'community'.

**c. Lost Property**

This was recommended for approval with the omission of 'advertise the lost item' with the addition of 'notify the community and/ or local schools'.

Signed by the Chairman.....Date.....



## Long Stratton Town Council

Pavilion, Manor Road, Long Stratton, NR15 2XR

Chairman: Mr Kelly Lunness, Town Clerk: Mrs Becky Buck

Email: [office@longstrattontowncouncil.gov.uk](mailto:office@longstrattontowncouncil.gov.uk)

Tel: 01508 530524

**d. Member – Officer Protocol**

This was recommended for approval.

**e. Gifts & Hospitality**

This was recommended for approval with the addition of ‘failure to comply with this policy may result in disciplinary procedures being invoked and potentially gross misconduct’.

**9. Any other business (not for discussion)**

There was no any other business to discuss.

*With there being no further business, the Chairman closed the meeting at 20.48*

Signed by the Chairman.....Date.....