



# Long Stratton Town Council

The Street, Long Stratton, NR15 2AH Telephone 01508 530524

Chairman: Mr Kevin Worsley. Clerk: Mrs R Buck

## Minutes of the Finance and Policy Management meeting held Monday 7<sup>th</sup> October at 7pm in the Town Council office.

In attendance: Councillors Worsley, Tompkins, Pochin and Gladding.

Becky Buck (Clerk and RFO)

1. To consider apologies for absence  
Councillor Mackenzie gave apologies due to a prior commitment; these were accepted by the Council.
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 29 July & 29 August 2019  
The minutes of the meeting held 29<sup>th</sup> July and 29 August were signed as a true copy.
4. Finance.
  - a. To review ear- marked reserves for 2019/20 for recommendation to full Council  
It was proposed and seconded that a recommendation be made to Council to transfer £65,000 from Pavilion project to Methodist Church.
  - b. To review bank statements to confirm accuracy to the Parish Council.  
Councillors reviewed the bank statements and are happy to confirm accuracy to Council.
  - c. To confirm bank reconciliations
  - d. Councillors reviewed the bank reconciliations and are happy to confirm accuracy to Council.
  - e. To review and note the budget control report  
The Committee reviewed and noted the budget control report and was satisfied.
  - f. To review and note overall expenditure and income  
The overall expenditure and income was noted. The Committee were satisfied at expenditure against budget.
5. To note the External Audit report  
The external audit report was noted. There were no further comments made by the external auditor.
6. To discuss and decide on the following
  - a. Continuance with the Utility Warehouse cash back card  
It is recommended to Council that the cash back card is continued.
  - b. Continuance with the Corporate credit card  
It is recommended to Council that the corporate credit card is continued for emergency purposes.
  - c. A limited credit card for the Groundsman

Signed.....Date.....



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It is recommended to Council a credit card be provided to the Groundsman to purchase petrol.

- i. A set limit for the groundsman

It is recommended to Council the RFO sets the limit for the credit card based on monthly expenditure on petrol during the Summer months of 2019.

- d. Opening of a new bank account that provides a debit card

It is recommended to Council that a debit account is opened to allow top ups to the Cash Back Card.

- 7. To discuss and decide on grant application from community group in the village.

The Committee approved the grant application to the community group to the value of £150.

- 8. To review, discuss and decide on financial recommendations for any existing and future projects within Long Stratton

- a. Christmas event
- b. SALIX Street light project
- c. Toilets
- d. Pavilion
- e. Methodist Church
- f. Future projects

- 9. To review legal agreement for Community pavilion finance from South Norfolk District Council

- 10. To discuss and decide on Clerks attendance to SLCC practitioners conference

- 11. To discuss and decide on earmarking finance for Community Governance Course.

- 12. To discuss and decide on a second member for Clerks appraisal (if applicable)

- 13. AOB – for information purposes only

- a. Correspondence from BBT advising of an increase of printing costs.

*With there being no further business; the Chairman closed the meeting at 21:52pm.*

Signed.....Date.....