



# Long Stratton Town Council

Manor Road, Long Stratton, Norwich, NR15 2XR

Chairman: Mr Kevin Worsley. Clerk: Mrs B Buck

Tel: 01508 530524 Email: [clerk@longstrattoncouncil.info](mailto:clerk@longstrattoncouncil.info)

Website: [www.longstrattoncouncil.info](http://www.longstrattoncouncil.info)

## Minutes of the Finance and Policy Management meeting held 24<sup>th</sup> August 2020 @ 7pm via Zoom.

In attendance: Councillors Kevin Worsley, Mark Gladding, Kelly Lunness

Becky Buck (Clerk and RFO)

### 1. To consider apologies for absence

Councillor Pochin gave apologies for absence for personal reasons, these were accepted by the Committee.

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

There were no disclosures of interest or dispensation

### 3. To confirm the minutes of the previous Finance and Policy Management Committee meeting held on the November 25<sup>th</sup>, 2019

The minutes of the meeting held were approved by the Committee, the minutes will be signed by the Chairman at the next available opportunity.

### 4. Finance

#### a. Bank reconciliation to date

The Committee were unable to view PDF's via the share screen option on Zoom therefore the committee agreed that Councillors Gladding and Lunness would view the bank reconciliations and would email to confirm accuracy which would be held on file until a wet signature can be gained.

#### b. Budget control report (to be tabled)

The budget control report was noted.

#### c. External Audit requirements

The Clerk went through the external audit requirements and explained the variances. All the variances were as a result of the Pavilion being built.

#### d. Budget amendment recommendations

The Clerk provided a revised budget with recommendations to committee. The committee reviewed these and they were recommended for approval to full Council.

### 5. Policies for adoption, new and amendments for recommendation to Council

#### a. Financial Regulations

The Committee reviewed financial regulations and approved the changes for recommendation to full Council.

#### b. Standing Orders (to be tabled)

The Committee reviewed Standing Orders and approved the changes for recommendation to full Council.

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



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c. Internal Control Policy

The Committee reviewed the Internal Control Policy and approved it for recommendation to full Council.

The Committee also proposes Councillor Gladding as scrutineer to full Council.

**6. To discuss and decide on working conditions for Council transport.**

The Committee agreed that the Council vehicle would be parked overnight at either SNDC offices, Trumpeter House or if permission to park at these locations not agreed, on road parking at a specific location.

**7. To discuss and decide on recommendations for a PCSO**

This was not approved for recommendation at this time.

*With there being no further business, the Chairman closed the meeting at 9:15pm.*

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