



# Long Stratton Town Council

Manor Road, Long Stratton, Norwich, NR15 2XR

Chairman: Mr Kevin Worsley. Clerk: Mrs B Buck

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## Minutes of the Finance and Policy Management meeting held 12<sup>th</sup> July 20201 @ 7pm in the Pavilion, Manor Road

In attendance: Councillors, Diane Woodham, Eddie Earp, Susan Smith, Mark Gladding, Kelly Lunness, Matt Pochin and Bob Mackenzie

Becky Buck (Clerk and RFO)

**1. To nominate a Chairman for Finance and policy management (Not HR policies) committee.**

Councillor Lunness was nominated to be Chairman for finance and policy management.

**2. To consider apologies for absence**

There were no apologies for absence received

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

There were no disclosures of interest or dispensations received.

**4. To confirm the minutes of the previous Finance and Policy Management Committee meeting held on the 22 February 2021**

The minutes of the meeting held 22 February 2021 were **approved** by the committee and the Chairman signed them as a true record.

**5. To review Terms of Reference for recommendation to full council.**

The terms of reference were reviewed and approved for **recommendation** to full council.

**6. To review budget control report for April – June.**

The committee went through the budget control report in detail. Areas where the Council had run overbudget for the 1<sup>st</sup> quarter was scrutinised and they were happy with the findings. Overall we are running at 30% of budget as opposed to 25%, this was largely due to annual payments being made at the beginning of the financial year inflating the overall spent figure, this should balance out as the year progresses.

**7. To review ear marked reserves.**

It was agreed to **recommend** to Council to rename EMR Methodist Church to EMR Playing Field improvements.

**8. To review and sign for accuracy bank reconciliations for April – June.**

All committee members reviewed all bank reconciliations, all were satisfied. 2 Councillors signed all bank reconciliations.

**9. To discuss and decide on Health & Safety policy for recommendation to Council.**

The Health & Safety policy was reviewed and was approved for **recommendation** to Council.

**10. To discuss and decide on scheme of delegation policy for recommendation to Council.**

The scheme of delegation policy was reviewed and amended where appropriate, the Committee approved it for **recommendation** to Council.

*With there being no further business, the Chairman closed the meeting at 10pm.*

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