



Long Stratton Parish Council

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

Chairman: Mr Steve Adcock. Clerk: Mrs R Buck

Minutes of Finance and Policy management meeting held on Wednesday 19th September at 7pm.

In attendance: Councillors Adcock, Race and Francis and Becky Buck (Clerk)

1. To nominate a Chairman for the meeting on 19th September 2018
Steve Adcock was nominated as Chairman for this meeting,
2. To consider apologies for absence
Councillor K Worsley sent apologies for medical reasons and these were accepted by the Council
3. To receive disclosures of interest and dispensations
There were no disclosures of interest or dispensations
4. To confirm the minutes of the previous Finance and Policy Management Committee meeting held 30th January
The minutes were signed by the Chairman as a true record.
5. To discuss and decide on the content of policies prepared for full council resolution
Complaints policy, business continuity policy and expenses policy were all approved for recommendation to the Council by the Committee.
6. To review financial risk assessment for 2018/19 for recommendation for Council
The financial risk assessment was reviewed by the Committee and recommended for adoption at full Council
7. To review asset log for 2018/19 for confirmation to Council for accuracy
The asset log was reviewed, and accuracy was confirmed.
8. Finance.
 - i. To review Council bank statements for year end 2017/18 for confirmation to full Council
This was completed by full council at the end of the financial year.
 - ii. To review ear- marked reserves for 2018/19 for recommendation to full Council
EMR were reviewed, no further changes were recommended.
 - iii. To review year end expenditure 2018/19 to confirm authorised expenditure only has occurred.
Bank statements were reviewed, and the Committee confirmed there was no unauthorised expenditure.
 - iv. To confirm bank reconciliations for 2018/19
Bank reconciliations were reviewed and signed by the Committee.

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



Long Stratton Parish Council

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

Chairman: Mr Steve Adcock. Clerk: Mrs R Buck

9. To confirm an appraisal panel and time for the Clerk's appraisal

It was agreed that Councillor Adcock would hold the Clerk's appraisal on Wednesday 3rd October. Councillor Adcock to approach Council members for feedback on the Clerk's performance.

10. To discuss and decide on recommendations for pay increases for staff for recommendation to Council to commence April 2019.

It was recommended that pay rises are awarded to the Groundsman, Admin Assistant starting October. It was also recommended that the Groundsman is awarded a pay rise upon completion of Level 3 course that is being undertaken. It was also recommended that the Clerk is awarded the contractual pay rise as awarded by NALC and SLCC immediately subject to the appraisal, All pay rises to be discussed and decided at the next full Council meeting.

11. AOB – for information purposes only

- i. Note correspondence from Unity Trust Bank.

Correspondence confirming charges per transaction were noted, the Clerk advised steps were being taken to minimise the volume of transactions.

12. To resolve to exclude the press and public for reasons of confidentiality relating to personnel (LGA admission to meetings act 1960 s1(2))

The meeting was closed to the public.

13. To confirm accuracy of amendments to Clerks contract following resolutions made at full Council
The Clerks contract was reviewed, and amendments were approved for recommendation to Council.

14. To review the Admin Assistants contract for recommendation to Council

The admin assistant's contract was reviewed and approved for recommendation to Council.

With there being no other business the Chairman closed the meeting at 8:45

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