



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 7th 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 29th 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.

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



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- c. A limited credit card for the Groundsman
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
The costs for the Christmas event were noted.
 - b. SALIX Street light project
The letter from the Secretary of State providing borrowing approval to the value of £22,986.40 was received. The Clerk advised that due to the Council approving additional lights for the MUGA and Lime Tree Avenue there will be a shortfall which can be made up using ear-marked reserves.
 - c. Toilets
The toilets are progressing. No further information at this time.
 - d. Pavilion
The ongoing costs of the Pavilion were noted.
 - e. Methodist Church
The Clerk gave an update on the purchase of the Methodist Church.
 - f. Future projects
Future projects were noted.
 9. To review legal agreement for Community pavilion finance from South Norfolk District Council
The Committee reviewed the agreement. The Clerk had already requested some changes which the Committee supported. The final agreement will be presented to Council on 14th October 2019,
 10. To discuss and decide on Clerks attendance to SLCC practitioners conference
This was postponed to the next meeting.
 11. To discuss and decide on earmarking finance for Community Governance Course.
This was postponed to the next meeting.

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



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12. To discuss and decide on a second member for Clerks appraisal (if applicable)
In the absence of a vice-chair to the Council it was approved for Councillor Gladding to form part of the appraisal panel with Councillor Worsley

13. AOB – for information purposes only
 - a. Correspondence from BBT advising of an increase of printing costs.
All correspondence was noted.

With there being no further business; the Chairman closed the meeting at 20:35.

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