MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING OF KEMPSEY PARISH COUNCIL HELD ON MONDAY 26TH SEPTEMBER2011 AT 7.30 p.m. AT KEMPSEY COMMUNITY CENTRE

Present: - Mr. J Michael (Chair) Mrs. Campbell, Mr. M Stevens, Mr. D Harrison Mr. B Bowley & Mr. A Hay

1. **Apologies for Absence**: All members present.

2. **Declaration of Interest:** As someone holding registered grazing rights in respect of all commonable areas other than Kerswell Green Common, Mr. Harrison declared a personal interest in respect of the Commons and Hams. Mr.Bowley also declared an interest being a member of Kerswell Green Graziers Association. Mrs. Campbell declared an interest in item 15. website.

3. **Open Forum –** No Open Forum discussion

4. **To review Insurance Policy Document:** After reviewing various sections of this policy document it was decided to transfer this item to the Community Centre Committee to review.

5. **To arrange a Community Emergency Plan**: A Working Party is to be devised to look at this item in January 2012.

6. **To consider a donation towards St Mary's' church bells:** A proposal was made by Mr Michael to support St Mary's Bell Appeal to donate £1000 from Year 2011/12 contingency budget. This was seconded by Mrs Campbell with all members in agreement to support with the exception of Mr Bowley who voted against.

7. **To discuss upgrading/replacing Office Computer Equipment:** It was felt the best approach was to appoint a consultant to access the requirements of the office and offer advice and suggestions. Mr Michael to arrange. Mr Hay advised the Community Centre Committee were looking at costings for the printer. This item would be referred to the F&GP Committee for further consideration.

8. **To review & update bank signatories and complete and submit new mandate form:** Mr Harrison had researched the process advising of the procedure to follow. Both banks require verification as proof of identification, in addition to (a) Copy of resolution to appoint new clerk (b) Copy of resolution to amend signatories (c) Copy of resolution that two signatories are required. These items are to be included on the October Parish Council agenda.

9. **Set dates for budget setting for Financial Year 2012/13 for Full Council and Individual Committees:** The Committees need to present their budgets by end of November for consideration

by F&GP Committee in January 2012, with confirmation at the February 2012 Parish Council Meeting. Clerk to diarise dates.

10. **Suggestions for any Capital Projects from various committees:** To be calculated 2012/13 budgets.

11. **Review of actual spend v budget at year to date and forecast for year end.** Half yearly budget update should be available at the October Parish Council Meeting (subject to receipt of the bank statement)

12. **To Review Financial Regulations – set up a working party to conduct the annual review of the Financial Regulations and a date when this shall be completed by:** Diarise to set up a Working Party January 2012 to implement for new financial year 2012/13.

13. **Sources of Funding:**

    1. **Identify existing sources that will continue into next year and identify any applications that need to be completed to ensure that these are continued (e.g. any subsidies that are received)**

    2. **Identify other sources where funding may be available (i.e. grants & subsidies) and delegate to relevant committees to investigate prior to budget setting for next year, for example Nat West grant suggested by Mr Harrison**

    Look at various sources of funding/grant opportunities (County Council, Community First, Lottery Fund etc.) and try to build into budget costs.

14. **Review process for obtaining quotations to see if this can be streamlined:** Mr Stevens distributed a proforma guide for consideration in stream ling obtaining quotations. This would be referred to each of the Committees for further consideration.

15. **Website – To discuss uploading information onto the website:** It was decided that a Working Party should be set up to update/ housekeep/promote the Parish Website. This item is to be placed on the October Parish Council agenda for discussion. Mr Michael expressed his gratitude to Mrs Campbell for her time in maintaining this at present.

16. **Format of Annual Parish Meeting for 2012 : To consider**

    1. **Guest Speaker**

    2. **Refreshments**

    Yes, it was felt both should be implemented moving forward.

THERE BEING NO FURTHER BUSINESS, THE CHAIRMAN DECLARED THE MEETING CLOSED AT 9.27p.m.

Sharon Baxter
Clerk
27th September 2011