

KEMPSEY PARISH COUNCIL

Mrs S Baxter
Clerk and Financial Officer

Parish Office
Community Centre
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Kempsey
Worcester WR5 3LQ

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Dear Councillor

**YOU ARE DULY SUMMONED TO ATTEND THE FINANCE AND GENERAL PURPOSES
COMMITTEE MEETING OF KEMPSEY PARISH COUNCIL TO BE HELD ON
WEDNESDAY 30TH JULY 2014 AT 7.00 PM
IN THE COMMUNITY CENTRE**

where the business set out in the agenda below will be transacted.

S BAXTER

Clerk

Tel: 01905 828183

17th July 2014

AGENDA

1. Apologies: To receive apologies and to approve the reason for absence
2. Declarations of Interest
 1. Register of Interests: Councillors are reminded of the need to update their register of interests.
 2. To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
 3. To declare any Other Disclosable Interests in items on the agenda and their nature.

Councillors who have declared a Disclosable Pecuniary Interest, or an Other Disclosable Interest which falls within the terms of paragraph 12(4) (b) of the Code of Conduct, **must leave the room for the relevant item/s unless a Dispensation has been granted.**

Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence.

The meeting will be adjourned for Public Question Time

The time allocated is at the discretion of the Council/Chairman. Residents are invited to give their views and question the Parish Council on issues on the agenda, or raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Parish Council meeting itself. This period is not part of the formal meeting; brief notes will be appended to the minutes.

3. Minutes: To consider the adoption of the minutes of the Finance and General Purposes Committee Meeting of 3RD February 2014
4. To establish Terms of reference for each Committee and to identify the role/purpose of members.
5. To establish the overall ownership of the website and upkeep of its contents.
6. Implementation of new Parish logo – To discuss
7. To discuss payment of an allowance to councilors' to include paper and ink cartridges.
8. Review of Councillors mileage allowance
9. Electronic Banking – Repeal of S.150 (5) of the Local Government Act 1972.
Motion to consider using electronic payment methods such as direct debits and debit cards and amending model financial regulations from NALC which must be adopted if we take advantage of this change.

10. Review Policies and Procedures:-
 1. Review Standing orders
 2. Review Financial Regulations
 3. Communication Policy
 4. Complaints Procedure
 5. Document Retention Policy
 6. Publication Scheme
 7. Procurement Process
11. Re-evaluation of Asset Register values – To look at the basis of valuation for each class of asset to ensure value is accurate.
12. Insurance Renewal – expires 30th September 2014 – To seek comparable quotations.
13. To consider changing solicitors from Stallard March & Edwards (SME)
14. To consider obtaining a corporate credit card or trade account opened by the council as personal credit or debit cards of members or staff shall not be used under any circumstances.
15. To decide a policy with regard to each of the discretions, publish a statement of the policy and send it to employees enrolled in the Local Government Pensions Scheme.
16. Motion to approve letter from the Parish Council to Chief Executive of Worcestershire County Council, Clare Marchant, supporting the continuation of the Worcestershire County Council annual grant to CALC.

