

**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE**  
**MEETING OF KEMPSEY PARISH COUNCIL.**  
**WEDNESDAY 30<sup>TH</sup> JULY 2014 AT 7.00PM.**  
**AT KEMPSEY COMMUNITY CENTRE**

**PRESENT:** - Cllr. Michael (Chairman), Cllr Geens, Cllr. Bowley, Cllr Stevens, Cllr. Patrick & Cllr Campbell & Cllr Gerrard (representing Community Centre)

**IN ATTENDANCE:** - Clerk

1. Apologies: None
2. Declaration of Interests:
  1. Register of Interests: Councillors were reminded of the need to update their register of interests.
  2. Disclosable Pecuniary Interests (DPI): None
  3. Other Disclosable Interests (ODI): Cllr Campbell declared an ODI in respect of item 5. being a Director of the website. Cllr Bowley declared an ODI in respect of item 8. as he claims mileage expenses.

<b>Public Question Time - None</b>
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3. Having been previously circulated, the minutes of 03.02.14 were signed as a true and correct record.
4. To establish Terms of reference for each Committee and to identify the role/purpose of members. The Committee agreed the information stated in Standing Orders: Duties & Powers (page 16) was adequate and the Appointment of Committees Form should be amended to reflect the same information.
5. To establish the overall ownership of the website and upkeep of its contents. A recommendation is to be made to full council that the website is be used solely for the purpose of Parish Council business, to be operated by The Clerk, with a hyperlink to an additional website for all other village information. A working party is to be formed to co-ordinate this project.
6. Cllr Stevens is in the process of devising a template to incorporate the new Parish logo onto documents and for display purposes. It is anticipated this will be implemented in September 2014.
7. To discuss payment of an allowance to councillors' to include paper and ink cartridges. A recommendation will be presented at the August meeting to trial the provision of paper and Ink cartridges for a six month period to councillors' on completion of a stationary request form.
8. Councillors mileage allowance was reviewed. A recommendation is to be presented at the August meeting to continue on the same basis and rate (currently 30p per mile plus 2p extra for each additional passenger , claiming mileage for Council business/activity only).
9. A recommendation is to be presented at the August Parish Council meeting not to pursue electronic banking as a payment method but to pay the utility bills by direct debit and to amend Financial Regulations to reflect this.
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

Action by

Clerk

Cllr  
Stevens

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Recommendation: To place this item on the August agenda for a Working Party to review.

11. Re-evaluation of Asset Register values – Recommendation to be presented at the August Meeting : To revalue The Community Centre, Sports Pavilion and Playing Field for insurance purposes and that each committee look at the value of the remaining assets on the schedule of fixed assets list to identify if values are correct or require amending.
12. Insurance Renewal – expires 30<sup>th</sup> September 2014 – To seek comparable quotations.  
Item Withdrawn
13. To consider changing solicitors from Stallard March & Edwards (SME)  
The next time a lease is due for renewal to consider using a different solicitor as there is no legal obligation to use a specific practice.
14. Recommendation: - To amend Financial Regulations to permit non - emergency expenditure up to the value of £100 to be pre authorized by The Clerk.
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. Item deferred awaiting WCC recommendations.
16. The Committee approved the draft 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. This will be presented to full Council for ratification and submission.

Meeting Closed at 8.20pm  
Sharon Baxter  
Clerk

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Signed ..... Chairman ..... Date