

**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE MEETING OF
KEMPSEY PARISH COUNCIL HELD ON
THURSDAY 27TH SEPTEMBER 2012
AT 7.30 p.m. AT KEMPSEY COMMUNITY CENTRE**

Present: - Cllr. Bowley (Chair), Cllr Campbell, Cllr Stevens, Cllr Hay, Cllr Michael & Cllr Austin
(Representative for planning committee)

1. Apologies: Cllr Bannister (work) - accepted
2. Declaration of Disclosable Pecuniary Interests (DPI) and Other Disclosable Interests (ODI): None
3. Minutes: Having been previously circulated the minutes of Monday 5th March 2012 were signed as a true and correct record.
4. To consider alternatives to hand delivery of correspondence by Parish Councillors to parishioners i.e. Annual Report (Cllr Campbell). The general consensus from members was that we should appoint someone to hand deliver correspondence. Cllr Campbell to explore the cost implications.
5. Risk Assessment and Liabilities – The question raised was should we appoint a specialist to carry out Risk assessments or carry out ourselves. Clerk to seek advice from CALC/MHDC on the best way to approach this subject.
6. Value for Money – Cllr Hay highlighted that no group/committee carried out an audit on the F&GP Committee. It was agreed as a communication process to parishioners that each committee Chairman submit any topics to be raised to the Chairman for inclusion in the newsletter inform parishioners updated how, why and where monies were being spent.
7. Budget planning for 2013/14, 2014/15 & 2015/16 – All Committees should submit their budgets by Tuesday 6th November 2012. A meeting is then to take place on Monday 26th November 2012 to determine the precept to be presented to Parish Council on Monday 10th December 2012.
8. Parish Meeting 2013 – It was felt the format of last year’s meeting was good. The Church would also be a suitable venue to hold a Parish Meeting. Chairman to place an article in the Parish magazine for suggestions of a Guest Speaker.
9. Registration of Parish Land – Cllr Bowley to seek further advice from the solicitor.
10. Access to office and community centre - Clerk distributed a list of key holders.
11. Emergency Procedures for the Parish – The working party formulated in February 2012 are to update the emergency plan.
12. Meeting Agenda – The formulation and the distribution of the agenda was discussed. It was agreed all members on email would receive their agenda plus supporting documents electronically. Those not on email would receive via the post.
13. Tender Process – The procedure for calling, considering and awarding tenders was circulated to Committee Chairman. Document to be reviewed to presented to full Council for ratification.
14. General Power of Competence: One of the conditions is to have a qualified clerk. Clerk to pursue CILCA qualification.
15. Neighbourhood Development Plan – Outside bodies are expressing an interest.

Meeting Closed 9.02pm

Sharon Baxter (Clerk)