

FOUR MARKS PARISH COUNCIL

**Minutes of the Meeting of the Finance & General Purposes Committee
Held on Wednesday 26th July 2023 commencing at 6.00pm
This meeting was held at the Benians Pavilion, Uplands Lane**

MEMBERS PRESENT: IN ATTENDANCE:	Cllr Howard Briggs (Chairperson), Cllrs Smith, Pullen McAllister, Gebbett Jo Tsigarides – Clerk Louise Steele – Locum RFO No members of the public
APOLOGIES:	None

23.22 FGP APOLOGIES FOR ABSENCE

There were no apologies for absence.

23.23 FGP OPEN SESSION/PUBLIC PARTICIPATION

The Clerk introduced the Locum RFO to the Committee and asked that they be allowed to participate in the meeting, including the Closed Session.

There being no further items to raise, the Open Session ended at 6.01pm and Standing Orders were applied.

23.24 FGP DECLARATIONS OF INTEREST

There were no declarations of interest.

23.25 FGP MINUTES OF THE LAST MEETING

On the proposal of Cllr Smith, which was seconded by Cllr Pullen, and with all Councillors in agreement, it was

RESOLVED

To approve the Minutes of the Finance & General Purposes Committee meeting held on Wednesday 29th March 2023 as a true reflection of the meeting and were duly signed by the Chairman.

23.26 FGP REVIEW OF COMMITTEE TERMS OF REFERENCE

The Committee Terms of Reference were accepted for the forthcoming year and will be adopted at the next Council meeting in September 2023.

23.27 FGP TO CONSIDER ANY RECOMMENDED AMENDMENTS TO THE CIRCULATED CORE DOCUMENTS

The Clerk advised that certain terms such as 'EO' will be replaced with Clerk throughout the documents. It was also requested that clearly in the footer, the date of first adoption, review and next review are clearly documented. The Clerk advised that the majority of policies are due for review in July but that some of the policies will be filtered out to the relevant Committees and others will be slightly delayed.

23.27.1 Data Protection and Retention Policies.

Cllr Smith had reviewed these policies and confirmed that no changes were necessary. To be adopted by Full Council in September 2023.

23.27.2 Complaints procedure

It was requested that on receipt of a complaint, the complainant is sent a copy of the procedure and advised of relevant timescales and what can be expected in terms of communication about the complaint. It was also asked that the policy is made clearer for anyone who wishes to raise an issue. LS to review.

23.27.3 Subject Access request and Privacy Notice

Policies were reviewed and agreed to be listed for adoption in September 2023 by the Full Council.

23.27.4 Equality and Diversity Policy, Lone Worker Policy

It was agreed that the E and D policy would be adopted at the next Full Council meeting but that the Lone Worker policy should be reviewed after the meeting with the alarm company. This review will be delegated to the Staffing Committee.

23.27.5 Risk Assessment

The Clerk noted some minor amendments to the policy, around Covid terms.

23.28 Financial Software provision

The Clerk advised that the 'Scribe' subscription had already been paid for and ideally should have been set up at the beginning of the financial year. A delayed start has been agreed and the Clerk and RFO will do this together in September. Cllr Pullen offered to help with the implementation if necessary.

23.29 Budget monitoring

23.29.1 To receive presentation from Locum RFO on first quarter financial performance against budget.

The Committee were presented with the budget report to date. The Clerk made some enquiries about the flexibility of earmarked reserves and there was confirmation that the next raft of precept payment will be received in October 2023.

Cllr Pullen suggested that funds should be transferred to the interest bearing account and asked about how practical it is to do that more frequently. The Clerk advised that the transfer of signatory process requires some further work but that this could be reviewed. The RFO advised that an interest bearing account could be opened with Unity and money could easily be transferred between the accounts.

The Clerk was asked to write a letter to Unity bank to express the disappointment at the length of time it has taken to add on new Councillors.

23.30 To agree that item 10 should be heard in a closed session as per the relevant legislation.

On the proposal of Cllr Pullen, which was seconded by Cllr Smith, it was agreed that item 10 would be heard in a Closed Session due to it's confidential nature.

23.31 To review resident complaint sent to the Council on the 15th June 2023.

The Committee reviewed the complaint and discussed the appropriate course of action following advice from Hampshire Legal Services. A response will be sent to the complainant using a tracked delivery method.

23.32 Next meeting 12th October 2023 (Thursday)

23.33 Meeting Closed at 7.15pm.

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Chairman