

**FOUR MARKS PARISH COUNCIL**

**Minutes of the Meeting of the Finance & General Purposes Committee  
Held on Wednesday 29<sup>th</sup> January 2020 commencing at 7.00pm  
Parish Office, Uplands Lane, Four Marks GU34 5AF**

<b>MEMBERS PRESENT:</b>	<b>Cllr Janet Foster (Chairman), Cllrs Anne Tomlinson and John Davis,</b>
<b>IN ATTENDANCE:</b>	<b>Sarah Goudie (Executive Officer - EO)</b>
	<b>No members of the public</b>
<b>APOLOGIES:</b>	<b>Cllr Simon Thomas</b>

**20.01 FGP OPEN SESSION**

**The Chairman asked if there were any items to be raised in the Open Session:**

The EO asked for consideration be given to the addition of the following items to be added to the next meeting's Agenda for consideration, which were agreed, as follows:

- Statutory changes to the discipline and grievance policy and statement of employment particulars
- To discuss changes and updates to the Council Risk Assessment.

The EO advised that all the current policies were now updated and ready for uploading onto the new website.

The EO questioned the proposal for hosting a VE day event, and a brief discussion indicated that a small tea party style event to be held at the Pavilion should be considered, but low key and minimal budget.

A new contract has been entered into with British Gas for a three year plan, which includes an annual boiler service.

The Chairman gave a brief update on the Community Cupboard inaugural meeting the previous evening, the Pavilion has been identified as the most suitable location, and the EO agreed to contact the Benians Committee.

**There were no further issues raised during the Open Session, the meeting commenced at 19.15pm. Standing Orders were applied.**

**20.02 FGP APOLOGIES FOR ABSENCE**

An apology for absence was received from Cllr Simon Thomas, the apology was noted and accepted.

**20.03 FGP DECLARATIONS OF INTEREST**

There were no declarations of interest.

**20.04 FGP MINUTES OF THE LAST MEETING**

- The minutes of the Finance & General Purposes Committee held on Wednesday 30<sup>th</sup> October 2019 were proposed as accurate by Cllr Tomlinson, seconded by Cllr Davis and were duly signed by the Chairman.
- Matters arising:
  - Website now awaiting final comments before going live. The EO confirmed that none of the policies on the draft version were correct and would all be changed to the updated version.

**20.04 FGP FINANCIAL REGULATIONS AND STANDING ORDERS**

**20.04.1 Standing Orders:**

The current Standing Orders had been circulated with some highlighted advisory changes. Several comments and queries were raised throughout the whole document. There were several queries that needed appropriate clarification and the EO agreed to make the agreed changes and respond on the queries prior to the updated version being circulated and adopted at Full Council.

**20.04.2 Financial Regulations**

The current Financial Regulations had been circulated prior to the meeting, with the notified changes highlighted as appropriate. The EO confirmed that there were likely to be further changes in due course following the exit from the EU, but that these were likely to take some time to be advised. The other changes were discussed including some additional proposed changes. There were some changes that required further clarification, which would be explained prior to amendment and circulation for approval at Full Council.

**20.05 FGP DOCUMENTS FOR CONSIDERATION**

**20.05.1 Action Plan.** The draft had been circulated with a new title of Statement of Intent, which was agreed, however as Cllr Thomas was not in attendance and he had, at the previous meeting, agreed to rewrite the document more appropriately, this item was deferred to the next meeting.

**20.05.2 Gifts and Hospitality Policy:**

The draft policy had been circulated prior to the meeting, there were no amendments. The policy would be formally adopted at the next Full Council meeting. A record of gifts and hospitality would be filed with the Declarations of Interest forms.

**20.06 FGP ADDITIONAL ITEMS FOR CONSIDERATION**

**20.06.1 Benians Pavilion**

Concern was expressed over the recent issues with reference to the Pavilion's management and although the Committee acknowledged they have no jurisdiction over this area, it was agreed that to avoid any future problems, to suggest a check by a third independent person, on a regular basis, to ensure complete propriety. With reference to the expansion programme, it was agreed the EO should seek advice on the VAT implications of paying for the works. It was also suggested that as the initial quote was in excess of £25,000, for the Parish Council to become involved, two additional quotes would need to be sought, and may even need to be added to the government contracts finder website, as the expenditure was likely to be in excess of the limit as laid out in both Standing Orders and Financial Regulations.

**20.06.2 Review of Council's Investments**

The EO circulated a draft updated Investment Strategy, following concerns over risk with the current savings account. A brief discussion took place and following investigation, it was noted and agreed that as the money was invested with a number of banking institutions, the risk was minimal. Further discussion on the document would be deferred until the next meeting.

**20.06.3 Community Recreational Hub**

Cllr Thomas was not in attendance but the EO confirmed a further site visit had taken place and a meeting with the National Lottery was taking place on Monday. The EO was due to meet a member of the EHDC community team the next day and would discuss the format and approach with them then.

**20.06.4 Developers Contributions/CIL meeting with EHDC**

The EO suggested waiting until her meeting the following day, and then decide how to approach any meeting with EHDC.

**20.06.5 Staff Appraisals**

The EO had her appraisal prior to the meeting and the EO reported on the administrative assistant's and work to date. The EO confirmed the situation was working well, the assistant was competently and diligently working on various projects on her own initiative. The EO asked for her contract be extended or offered a permanent role within the Council. It was agreed to discuss with the assistant and ascertain what her thoughts were before moving forward with either approach.

**20.07 FGP NEXT MEETING**

Wednesday 25<sup>th</sup> March 2020, 7.00pm, at the Parish Office.

**20.08 FGP The Chairman closed the meeting at 21.00pm.**

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Chairman