

STOKE MANDEVILLE PARISH COUNCIL

*Clerk: Mrs Sarah Copley
Telephone: (01296) 613888*

**Minutes of the meeting of the Finance and Governance Committee held at the Community Centre,
Eskdale Road, Stoke Mandeville on Tuesday 22nd April 2014**

PRESENT: Cllrs D Starr (Chairman), J Hunt, S Watson
Clerk: Sarah Copley

F14/7	APOLOGIES Apologies were received from Cllr Kennedy and Cllr Clark.	
F14/8	DECLARATIONS OF INTEREST There were no declarations of interest.	
F14/9	MINUTES OF PREVIOUS MEETING The minutes of the meeting on 21 st January 2014 were agreed as a true record and duly signed by the Chairman.	
F14/10	FINANCIAL MANAGEMENT a) The unaudited end of year accounts were discussed. The accounts show a surplus which would be used to fund the Council's ongoing strategy to improve the facilities in the parish. Cllr Starr agreed to draft an article for the parish magazine and website to update parishioners. b) The budget for 2014-15 was discussed, the Clerk was asked to make some amendments and circulate to the committee members. c) The committee discussed options for investments accounts for the Council's reserves funds. It was noted that interest rates were particularly low currently and agreed to recommend to the Council that the reserves are left with Lloyds Bank and put in the Treasurers Account.	
F14/11	COUNCIL POLICIES a) Standing orders The committee reviewed the revised model standing orders which had been published by NALC. The Clerk would make the amendments suggested to tailor the document to SMPC's requirements and the document would be put to the full Council with a recommendation to adopt them. b) Financial Regulations The new model Financial Regulations had been published by NALC, it was AGREED to defer adopting these until a later date once the Council had discussed and agreed its usage of internet banking. c) Email Policy The use of email by the Clerk was covered within the Staff Handbook. It was agreed to include an additional paragraph in the Council's Standing Orders relating to the use of email by Councillors. d) Council Policies The list of policies in place was reviewed and it was noted the Council required an up to date Health and Safety Policy. The Clerk would draw up a draft policy for consideration.	Clerk Clerk Clerk Clerk
F14/12	Risk assessment Cllrs Hunt and Starr and the Clerk had reviewed the risk assessment for the Council and a copy had been circulated. It was AGREED to recommend to the Council that this be adopted. Improvements to the risk assessment were discussed and would be adopted for the following	

	year.	
F14/13	DATE OF NEXT MEETING The date of the next meeting would be Tuesday 15 th July 2014.	

Signed: _____

Date: 22nd April 2014