

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 28th October 2014**

PRESENT: Cllrs D Starr (Chairman), R Swinney and S Watson
Clerk: Sarah Copley

F14/20	<p>APOLOGIES</p> <p>Apologies were received from Cllr Hunt and Cllr Clark.</p>	
F14/21	<p>DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest.</p>	
F14/22	<p>MINUTES OF PREVIOUS MEETING</p> <p>The Minutes of the meeting on 15th July were agreed and signed.</p> <p>It was noted that the Council had agreed to use the People’s Pension as their pension provider. The Clerk reported that the pension would begin on 1st January 2015 as this was the earliest staging date that the Pension Regulator provided.</p>	
F14/23	<p>TERMS OF REFERENCE</p> <p>The committee’s terms of reference were reviewed and no amendments made.</p>	
F14/24	<p>FINANCIAL MANAGEMENT</p> <ul style="list-style-type: none"> a) The bank reconciliation was signed off by Cllr Starr. b) The spending report for the first six months was reviewed against the budget. Councillors discussed the future format of the report and the Clerk was asked to make some changes to the forecasting based on historical spending patterns. c) The budget for 2015-16 was discussed, a draft will be provided to aid the Council’s discussions at the meeting on 25th November. d) The Clerk confirmed that she was now a signatory on the bank account and that the application for an imprest account could now be submitted. e) The Clerk reported that HMRC had granted dispensation for non taxable expenses. 	Clerk
F14/25	<p>COUNCIL POLICIES</p> <ul style="list-style-type: none"> a) Health and Safety Policy The draft policy was discussed and it was AGREED TO RECOMMEND to the Parish Council that this be adopted, subject to including a statement on lone working. b) Internal Audit Policy The draft policy was discussed and it was AGREED TO RECOMMEND to the Parish Council that this be adopted. c) Data Protection and Information Security The draft policy was discussed and it was AGREED TO RECOMMEND to the Parish Council that this be adopted. Options for backing up the Council’s data were discussed and it was AGREED TO RECOMMEND to the Council that records were backed up to Dropbox as well as an external hard drive. d) Standing Orders It was noted that new legislation permitted the photographing and recording of Council meetings. It was therefore AGREED to recommend to Council that standing order 3l “Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is not permitted without the Council’s consent” was removed from the Standing Orders, the Clerk would draft replacement wording making reference to the new legislation. 	

	<p>e) Council Policies</p> <p>The list of policies was reviewed. The Equalities and Diversity policy and Financial Controls Policy were due to be reviewed next.</p>	
F14/26	<p>MEETING DATES FOR 2015</p> <p>The Committee discussed the frequency of meetings and AGREED to meet in February, June, and October, with an additional meeting in November to discuss the budget and precept for the following financial year.</p>	
F14/27	<p>DATE OF NEXT MEETING</p> <p>The date of the next meeting would be 25th November.</p>	

Signed: _____

Date: 25th November 2014