

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 29th January 2013**

PRESENT: Committee members: Cllrs D Starr (Chairman), S Watson, M Duncan, A Clark
Parish Councillors: Cllrs J Hunt, R Butler

Clerk: Sarah Copley

F12/23	APOLOGIES Apologies were received from Cllr Kennedy due to a work commitment.	
F12/24	DECLARATIONS OF INTEREST There were no declarations of interest.	
F12/25	MINUTES OF MEETINGS HELD ON 27th NOVEMBER 2012 The minutes were agreed as a true record and duly signed by the Chairman.	
F12/26	2013-14 BUDGET A draft budget had been circulated and was discussed. Amendments to presentation were agreed and it was resolved that the budget be recommended to the full council on 12 th February. The reserves of the council would be an agenda item for the parish council meeting on 12 th February.	
F12/27	INTERNAL AUDIT The checklist for the internal audit was reviewed and it was AGREED to ask the auditor to include Leases on the list of items to be audited. It had previously been agreed that the Council carry out a review of the effectiveness of the internal audit this year and it was AGREED that Cllr Starr would work with the Clerk on this.	Clerk Clerk / DS
F12/28	COUNCIL POLICIES The Clerk provided draft policies for : <ul style="list-style-type: none">• Data Protection• Freedom of Information and the Publication Scheme• Travel Expenses It was unanimously AGREED to recommend that the Parish Council adopt these policies subject to an amendment to the travel policy that public transport costs are reimbursed in full for standard fares. The Council's Standing Orders would need to be revised in respect to the new Code of Conduct adopted in September 2012. The Financial controls and regulations would be reviewed once the outcome of the government consultation on payments by parish councils was published.	Clerk Clerk
F12/29	QUALITY STATUS The committee reviewed the criteria required for quality status. The Clerk was congratulated on passing 22 of the 24 modules of the CILCA qualification to date. It was AGREED to recommend that the Council produce an Annual Report for 2012-13 in order to meet the requirements for quality status.	

F12/30	DATE OF NEXT MEETING The date of the next meeting would be Thursday 18th April.	
---------------	---	--

Signed: _____

Date: _____