

STOKE MANDEVILLE PARISH COUNCIL

Clerk: Mrs Sarah Copley

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**Minutes of the meeting of the Finance and Governance Committee held at the Community Centre,
Eskdale Road, Stoke Mandeville on Thursday 17th October 2013**

PRESENT: Cllrs D Starr (Chairman), M Duncan, S Watson
Clerk: Sarah Copley

F13/24	<p>APOLOGIES</p> <p>Apologies were received from Cllrs Clark, Hunt and Kennedy.</p>	
F13/25	<p>DECLARATIONS OF INTEREST</p> <p>There were no declarations of interest.</p>	
F13/26	<p>MINUTES OF PREVIOUS MEETING</p> <p>The minutes of the meeting on 18th July 2013 were agreed as a true record and duly signed by the Chairman.</p>	
F13/27	<p>FINANCIAL MANAGEMENT</p> <p>a) Internal Auditor Report The report of the internal auditor was noted and the recommendations therein discussed.</p> <ul style="list-style-type: none"> - It was agreed to recommend to the Council that an Information Security Policy be produced and the objective and scope of the internal audit be documented as suggested. <p>b) Spending review The spend for the first six months was reviewed against the budget and it was agreed that no virements to the budget were required. There was an underspend on some budget lines which were discussed and would be raised with the Council.</p> <p>c) Parish Improvement Plan budget The committed expenditure for this budget was reviewed and it was noted that there was still £8,693 to be allocated. The committee discussed several options for use of these funds for which the Clerk was asked to obtain costs in order for the Council to consider.</p> <p>d) 2014-15 budget The budget for 2014-15 was discussed and the Clerk would produce a draft based on suggestions from Committee members to aid the Council's discussions at the meeting on 26th November.</p>	<p>DS/ Clerk</p> <p>Clerk</p> <p>Clerk</p>
F13/28	<p>COUNCIL POLICIES</p> <p>a) Standing orders It was noted that the revised model standing orders had been published by NALC. The committee was asked to review the new standing orders before the committee met in January in order to make a recommendation to the Council.</p> <p>b) Other Policies It was noted that other than the standing orders, the other two policies due for review were the Financial Regulations and the Equality and Diversity Policy.</p> <p>The Financial Regulations were discussed and it was unanimously AGREED to recommend to the Council that the requirement where "the value of goods or services was below £1000 and above £500 the Clerk shall strive to obtain 3 estimates", be increased to below £2000 and above £1500.</p> <p>It was also agreed that the Equality and Diversity policy should be reviewed as it was last</p>	<p>All</p>

	done in November 2010.	
F13/29	WEBSITE The Clerk reported that the 50% deposit had been paid and that a mock up of the home page and proposed colour scheme and layout would be circulated to councillors once received from the web designer.	
F13/30	ANNUAL REPORT It was noted that the Clerk had produced a template for the annual report which would be completed for 2013-14.	
F13/31	DATE OF NEXT MEETING The date of the next meeting would be Tuesday 26 th November 2013. The meeting dates for 2014 were discussed and it was agreed meetings would be held on Tuesdays. The Clerk would circulate suggested dates for 2014 to the committee.	

Signed: _____

Date: 26th November 2013