

## NEWICK PARISH COUNCIL

**MINUTES** of the Meeting of Newick Parish Council Finance and General Purposes (F&GP) Committee held at Newick Sports Pavilion, King George V Playing Field, Allington Road, Newick, on Tuesday 10<sup>th</sup> September 2019 at 7.55 p.m.

**Present:** Councillors: B Hodge, D Marchant and K Tibbs

**In Attendance:** Mrs. E Reece (Clerk)  
Two members of the general public

An audio recording was made of the meeting

1. **Election of Chair and Vice Chairman of this Committee** - Cllr. Hodge proposed Cllr. D Marchant for Chair this was seconded by Cllr. K Tibbs.  
Cllr. K Tibbs proposed Cllr. Hodge for the position of Vice Chair and Cllr. D Marchant seconded.
2. **Apologies for Absence** – received from Cllr. Armitage.
3. **Disclosure by Members of personal interest in matters on the agenda, the nature of any interest and whether the Member regards the interest as prejudicial under the terms of the Code of Conduct** – No disclosures were made
4. **Questions or Statements by Members of the Public**  
There were no questions or statements from members of the public.
5. **Review Terms of Reference for this Committee** – The Terms of Reference of the previous F&GP Committee were considered, and no changes were made.
6. **Review of Statement of Performance against budget as at end August 2019** – The performance against budget was reviewed with no notable issues.
7. **To discuss preparation of budget for next financial year** – This was discussed, and the clerk confirmed the deadline for Grounds Maintenance tenders is end of September. The Clerks salary was considered and the rates for new Clerks into the role. The committee discussed the financial need of the potential redevelopment of the Sports Pavilion.
8. **Policies and procedures to be reviewed/updated;**
  - Policy for retention of parish records – it was agreed that the draft document was approved
  - Complaints Procedure - it was agreed that the draft document was approved
  - Procedure for the authorisation of payments – it was agreed to add a check from chairman with the rest approved.
  - Procedure for the handling of correspondence - it was agreed that the draft document was approved
  - Professional code of conduct for the Clerk - it was agreed that the draft document was approved
  - Risk Management Controls overview – This document was reviewed and its purpose for future meetings discussed and agreed as a framework.
9. **Items for the next agenda;**
  - Risk and controls
  - Precept and budget

Inviting further councillors into committee

The Meeting Closed at 8.34 p.m.

**Signed**.....**Dated**.....

The Clerk: Mrs E Reece, 1 Paynters Way, Newick, BN8 4PH  
Tel. 07521 511643 Email [newickpc@newick.net](mailto:newickpc@newick.net)