



LOOSE PARISH COUNCIL

CLERK: Mrs Jan Capon

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Dated: 27th June 2017

A Meeting of the Loose Parish Council Finance & Administration Committee

**will be held at the Loose Parish Pavilion, King George V Playing Field on
Monday the 3rd July 2017 beginning at 7.45pm.**

THIS MEETING IS OPEN TO THE PUBLIC

Jan Capon (Clerk)

The following is for Councillors and members of the public to note prior to the meeting:

- If first meeting in the Pavilion, members of the public and Councillors to be informed by the Chairman of what to do in the unlikely event of a fire taking place.
- The Chairman will also mention to members of the public that due to an amended Public Bodies (Admission to Meetings) Act 1960, those persons in attendance may be filmed, recorded, photographed or otherwise reported about.
- Members of the public wishing to speak should make themselves known to the Chairman, and will only be allowed to speak for three minutes maximum, unless it refers to an agenda item requiring matters to be discussed 'in depth', and in which case to be agreed by the Council. This will be strictly controlled.
- Standing Order 2 Disorderly Conduct "No person shall obstruct the transaction of business at a meeting or behave offensively or improperly"

AGENDA

- 1. To elect a Vice Chairman to the committee- (Chairman to this committee is always the Chairman to the LPC)**
- 2. To receive and record any apologies for absence.**
- 3. To receive and agree any decision regarding any item to be taken as confidential.**
- 4. To receive any declarations of pecuniary interest on items in the agenda, in accordance with the NALC Model Code of Conduct for Parish Councils (pursuant to section 27 of the Localism Act 2011). In addition any declaration of personal or prejudicial interest. (as agreed by LPC 21st Jan 13).**
- 5. To receive any dispensation requests as agreed by the Clerk prior to the meeting for any item on this agenda. Or to be agreed by the Committee if put forward at this meeting.**
- 6. To agree and to sign as a correct record the minutes of the meeting held on the 9th Jan 17 & 6th March 17.**

- 7. To receive any questions/ comments from the public if in attendance, to also take note of anything tabled by the Clerk. (3 mins per person).**
- 8. Reconciliation of bank accounts (ongoing agenda item):**
 - a) To reconcile the bank account balances to the accounts and bank statements.
 - b) To review bank balances with FSCS arrangements.
- 9. Examination of finance position (ongoing agenda item):**
 - a) 17/18 -To discuss the up-to-date financial position of the Parish Council, and to examine spends and income for each committee.
 - b) To discuss cost for a Defibrillator and available budget.
 - c) Consider more hours for HR Services.
 - d) To authorise payments as relevant for any outstanding invoices.
- 10. To review audit reports and findings from the Internal Auditor for the year ending 16/17.**
- 11. To discuss further the allowances that can be afforded to Parish Councillors and to make any decisions as felt relevant. (This follows the discussion at the LPC meeting in June).**
- 12. To review and to make any amendments or additions as relevant re the following:**
 - a) Bank interest.
 - b) Bank charges.
 - c) Contracts.
 - d) Donations
 - e) Subscriptions/mags/memberships.
 - f) Assets Register.
 - g) Direct Debits.
 - h) Changes to the F&A regulations (see RR item 9. mins 6th Mar17).
 - i) Complaints for past year and Complaints policy.
- 13. To discuss and to review the telephone requirements for the LPC Office & Caretaker.To cover:**
 - a) Present contract with Unicom.
 - b) Preferred options for staff members.
- 14. To receive general updates on the following and to make any decisions as relevant:**
 - a) New Clerk- handover & Office issues:
 - i) Date of commencement
 - ii) Changes to LPC mailing address.
 - iii) Training so far.
 - iv) Documents handover/archive.
 - v) Equipment/laptop.
 - vi) Dispensation requests.
 - vii) Hours of the Office.
 - viii) Winmail.

15. Funding (ongoing agenda item):

- a) To review and discuss any funding challenges/ issues/applications.

16. Risk (ongoing agenda item):

- a) To review and discuss any risk management issues, to include completed risk assessments/method statements. To include final amended 'risk assessment record for F&A' (see F&A mins 6th Mar 17).
- b) To discuss any matters of risk as escalated by committees to include any potential financial risk.
- c) To recommend any actions needed following the complaint received with regards to the litter issue on Brooks Field.

17. Publications/website/social Media (ongoing agenda item):

- a) To discuss and decide on any items felt needing to go into the next edition of the 'Loose Views' Newsletter.
- b) To discuss any matters relating to the website or social media.

18. Other- information only.

Date of next meeting 4th December 2017.