

## BREAGE PARISH COUNCIL

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### **DRAFT MINUTES FINANCE AND GENERAL PURPOSES COMMITTEE PARISH COUNCIL MEETING TO BE HELD IN THE PARISH ROOMS BREAGE ON THURSDAY 26 MARCH 2020 FOLLOWING THE PLANNING MEETING**

**There was no physical meeting in line with government guidance. Until further notice all meetings will be conducted by written procedure and electronically.**

#### **5. TO CONFIRM THE MINUTES OF THE MEETING 31 October 2019**

Confirmed by F&GP Committee.

#### **6. FINANCE**

**a) To review the budget figures 2019/2020 to date and resolve to make any recommendations to full council on 7 April 2020**

Budget figures agreed by F&GP Committee.

**b) To elect a Councillor to check the annual accounts 2019/2020**

Cllr Carver was elected.

**c) To review:**

**i) Financial Regulations**

**ii) Financial Risk Management**

**iii) Standing Orders**

**iv) Cemetery Management Plan**

**v) Complaints Procedure and Policy**

**vi) Data Privacy Policy**

**vii) Equality and Diversity Policy**

**viii) Grants Policy and Procedure**

**ix) Health and Safety Policy**

**x) Model Publication Scheme for Local Councils**

**xi) Press and Media Policy**

**xii) Vexatious Complaint Policy**

i) to xii) were inspected by F&GP Committee.

**xiii) Assets Register – to be presented by Cllr Wyvern Batt**

NB Clerk has updated asset register. Cllr Wyvern Batt to check assets once outdoor movement is possible.

**To resolve to make any recommendations to full council on 7 April 2020**

Full recommendations not yet received. Documents at present with internal auditor.

**d) To review Scribe**

Scribe is now WebScribe. Clerk very pleased with the new format.