

BREAGE PARISH COUNCIL

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Parish Rooms

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**FINANCE & GENERAL PURPOSES COMMITTEE MEETING TO BE HELD IN THE PARISH ROOMS
BREAGE ON THURSDAY 6 SEPTEMBER 2018 FOLLOWING THE PARISH COUNCIL MEETING PLANNING**

To: Non-Committee Councillors and Members of the Public and Press
You are hereby invited to attend the above meeting.

X Carol Macleod

Carol Macleod

Clerk and RFO to Breage Parish Council

AGENDA

1. FIRE EVACUATION PROCEDURE

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

4. PUBLIC PARTICIPATION

5. FINANCE

- a) To receive, approve and sign April, May and June Scribe account balances
- b) To review budget against expenditure
- c) To review Praa Sands Toilets expenditure
- d) Preliminary suggestions for additions/deletions for 2019/2020 budget/precept
- e) To receive and apply amendment from external audit
- f) Any questions to RFO
- g) To make any resolutions pertaining to the above**

6. STREET LIGHTING

No further information yet received

7. STANDING ORDERS

To discuss and resolve to recommend to full Council the following changes to the Standing Orders

3c Add Committee meetings regarding 3 days notice

NB Easter week Thursday to Tuesday cannot be used

Insert new SO 3f and renumber

3f At the Chairman's discretion and with the agreement of the Council, a member of the public may be invited to answer any questions on matters of fact relating to an item under consideration by the Council at that point on the agenda where the matter is being discussed

3 l & m – delete and renumber

3s

Re. recorded voting - Last line to read ' Such a request shall be made before moving to vote and will be taken in alphabetical order of those present at the meeting and eligible to vote

Insert new number 4 a to e Filming and recording of meetings

(Some members have been recording non-related Clerk's minutes and leaking them)

When Cllrs leave the meeting they may not leave a recorder. Recording equipment is excluded from closed session

7a Previous resolutions

Delete 'or by motion moved in pursuance of the recommendation of a committee'

It should be difficult for a small number of members to misuse this SO

Written notice for a Council of 12 Members should be required by 5 Members

9g Insert a new 9g and renumber Motions

'A written notice of motion shall not relate to any matter which may be considered under the Council's complaints or employment policies and procedures or its Code of Conduct'

13 & 14 Replace

Wording submitted to Councillors

Outcome of Code of Conduct complaint shall be reported to a full Council meeting

18 delete SO 18 and insert the text into Financial Regulations

Insert new SO 18

The Council has established Financial Regulations for the governance and management of its finances and to meet the requirements of the audit and accountability regime in place at the time. These are attached as Part 2 of these Standing orders.

- a) All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- b) The Council's proper practices will be in accordance with the most recent JPAG guidance.

19 b delete and renumber

19c Amend to read

'Subject to the Council's policies regarding the handling of performance, capability, sickness, absence, disciplinary and grievance matters, the Council's most senior staff member (or other member of staff) shall contact the Chairman of the Staff working group – personnel and H&S or in their absence the Vice Chairman of the Staff working group – personnel and H&S in respect of an informal or formal matter and this shall be reported back and progressed by resolution of the Staff working group – personnel and H&S.'

19d Amend to read

Subject to the Council's policies regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk/RFO relates to the Chairman of the Staff working group – personnel and H&S, this shall be communicated to the Vice-Chairman of the Staff working group – personnel and H&S or other Member of the group and this shall be reported back and progressed by resolution of the Staff working group – personnel and H&S.'

24 Amend to read

'Unless the Council determines otherwise, a copy of all relevant correspondence sent to the Unitary Council shall be sent to the divisional Councillor representing the area of the Council.'

Insert new SO 24c

At the Chairman's invitation the divisional member may be invited to speak during any item on the agenda to make a short statement and answer any questions.

25

Insert new SO 25a iii)

Incur any expenditure on behalf of the Council or issue an instruction to incur expenditure.

8. ITEMS FOR NEXT AGENDA

Meeting to discuss the Budget/Precept meeting and make recommendations to full Council

9. DATE & TIME OF NEXT MEETING

Thursday 18 October at 7.00 p.m.

10. EXCLUSION OF PRESS AND PUBLIC

To resolve that members of the Press and Public be excluded from the meeting on the grounds that agenda items that have been allocated here from the meeting may be discussed, due to the likely disclosure of exempt information as defined in Part 1, schedule 12A of the Local Government Act 1972